



Mayo GAA Operating Procedures



Mayo Club Crests



Achill



Aghamore



Ardagh



Ardnaree
Sarsfields



Balla



CLG Bealach an
Dóirín



Ballina
Stephenites



Ballinrobe



Ballintubber
Emmets



Ballyvary Hurling
and Camogie
Club



Ballycastle



Ballycroy



Ballyhaunis



Belmullet



Bohola
Moy Davitts



Bonniconlon



Breaffy



Burrishoole



Carracastle



Castlebar
Mitchels



Castlebar
Mitchels
Hurling Club



Charlestown
Sarsfields



Cill Chomáin



Claremorris



Crossmolina
Deel Rovers



Davitts



Eastern Gaels



Garrymore



Hollymount/
Carramore



Islandeedy



James Stephens



Kilfian



Killala



Kilmaine



Kilmeena



Kilmovee
Shamrocks



Kiltaine



Kiltimagh



Knockmore



Lacken Sarsfields



Laharadane



Louisburgh



Mayo Gaels



Moygownagh



Moytura Hurling



The Neale



Parke-Keellogues-
Crimlin



Shrule-
Glencorrib



Swinford



Tooreen
Hurling Club



Tuar Mhic
Éadaigh



Westport
St. Patrick's



Contents

SECTION 1 – FOREWORD	4	Championship Regulations	47
Mayo GAA Chairperson	5	Hurling League	49
Bye Laws	6	Hurling Championship	49
Organisational Chart	10		
SECTION 2 – MAYO GAA COISTE BAINISTÍ	11	SECTION 6 – MacHALE PARK	50
Executive	12	Match Day Health & Safety	51
Contact Details	12	Stewards Roles and Responsibilities	51
Role of the County Board Officers	13	Duties of Stewards	51
Cathaoirleach-Chairperson	13	Event Controller	51
Rúnaí-Secretary	13	Safety Officer (Head of CCC).....	51
Cisteoir-Treasurer	14	Chief Steward	52
Oifigeach Caidrimh Phoiblí PRO	15		
County Development Officer	16	SECTION 7 – CLUB INFORMATION	53
County Coaching Officer	16	Membership	54
County Children's Officer	17	Online Registration	54
Oifigeach Cultúir agus Teanga.....	18	Insurance	54
County Information and Technology Officer	18	Public Liability	55
County Designated Person	18	Fundraising	56
		Tax relief for Donations	58
SECTION 3 – THE CLUB	20	Club Property Transactions Guidelines	59
Constitution	21	Child Safeguarding	64
Committee Structure	21	Playing Eligibility/Transfers/ Declarations (t.o. 2021)	65
Role of the Club Chairperson	21	Management Appointment Policy	67
Role of Club Secretary	21		
Role of the Club Treasurer	22	SECTION 8 – BORD NA NÓG	69
Role of Club PRO	22	Terms of Reference	70
Role of Club Registrar	22	Role of Bord Na Nóg	70
Club AGM	23	Membership	70
Checklist	23	Rules	70
Club Planning	26	Go Games Rules	73
Club Leadership Programme	27		
SECTION 4 – COACHING	29	SECTION 9 – PROJECTS & POLICIES	76
Club School Link	30	Mayo GAA Procurement Policy	77
GAA 5 Star	30	Mayo GAA Audit & Risk Committee	77
Provincial Policy	31	Cairde Mhaigh Eo Fundraising Policy	78
Games Managers	33	Healthy Club Project	84
Mayo Full-Time Coaches	33	Social Initiative	84
Club Coaching Structure	33	Healthy Eating.....	85
Club Coaching Officer	34	Children's Officer	85
Football Academy Policy	35	Child Welfare and Protection	86
		Club Code of Conduct	86
SECTION 5 – CCC MAYO	41	Club Social Media	87
Terms of Reference	42	Vetting	87
League Rules and Regulations	42		
Promotion, Relegation and Grants	43	SECTION 10 – OTHER CODES	89
Michael Walsh League	44	Handball	90
Challenge Games Notification	46	Rounders	90
Postponements	46	Scór	91
		Camogie	92
		REFEREES	93



OPERATIONS PROCEDURES –

SECTION 1

FOREWORD



A Chairde,

IS MÓR an athas orm an réamhrá seo a scríobh le haghaidh on lámhleabhar seo.

As Chairperson of Mayo GAA I am delighted to write the foreword for this excellent production which I believe will be a very useful resource for every club in the county, and I believe it will guide and protect club officers in the vital work that they do in administering GAA activities in their community. It will also provide guidance for those delegates representing their club at county board level.

Being a club officer is a very responsible job and I believe it is incumbent on county boards to provide assistance to club officers. We are very fortunate to have volunteers at Mayo County Board level with a vast knowledge and experience of the workings of our Association at county, provincial and national level who can provide this necessary guidance and assistance.

This first edition of an operations manual has been carefully put together and covers a very wide range of topics relevant to the running of a modern GAA club and should be part and parcel of the administrative tools of every GAA club. While the manual is primarily designed to assist with the running of our GAA clubs it also covers the many other activities which now form part of the administration of Mayo GAA. Clear guidelines are

outlined with regards to the make-up of our sub-committees consistent with our bye-laws. These committees provide the framework for the significant body of work that Mayo GAA carries out on an annual basis. This manual also provides guidance on matters of policy, governance and communication within Mayo GAA.

To add to this manual the provision of training seminars for club officers is intended to provide essential information to assist and to safeguard club officers throughout the county, and this manual is intended as a backup resource which can be called on to recap on some vital information into the future.

I want to thank Ronan Kirrane, Assistant Secretary Mayo GAA, for his great work in preparing this first edition manual. I also want to thank Pádraig Corcoran and Seán Lynch for all of their expertise in compiling this manual.

I have no doubt but you will find this manual of great assistance and I urge GAA clubs to make use of it, as from now on, you don't have to go looking for the information, you have it at your fingertips.

I wish all our units the very best for the future in all aspects of their GAA activities.

Go raibh míle mhaith agat.

Liam Moffatt
Chairperson Mayo GAA



Coiste Chontae Maigh-Eo CLG

Bye- Laws

1. The Governing Body of the Gaelic Athletic Association in Mayo shall be The Mayo County Committee, excepting those functions reserved to the Provincial Council and the Central Council under the Official Guide 2021.

2. COUNTY CONVENTION

- 2.1 In accordance with Rule 3.10 and 3.11 T.O 2019, and these Bye Laws the County Convention shall elect / appoint Officers and Representatives in accordance with Rule 3.11 and Delegates in accordance with Rule 3.12 following nomination in accordance with Rial 3.13: Chairperson, Vice Chairperson, County Secretary, Assistant Secretary, County Treasurer, Assistant Treasurer, Coaching Officer, Officer for Irish Language and Culture, Public Relations Officer, In addition the County Convention shall appoint a Children's Officer and a Development Officer, both recommended by the outgoing county committee.
- 2.2 Rule 3.11(b) shall not apply to the office of Treasurer or Children's Officer
- 2.3 Before publication of Convention motions submitted in accordance with Rule 3.14 these shall be examined by the Management Committee. Motions considered to be out of order should be returned to the submitting Unit indicating reasons and affording an opportunity to re-submit

3. COUNTY COMMITTEE

In accordance with Rial 3.18(a) of An Treorai Oifigiúil 2019 - The County Committee shall consist of the following:
 Chairperson, Vice Chairperson, County Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Central Council Representative, Connacht Council Representatives (2), Children's Officer, Development Officer, Coaching Officer, Officer for Irish Language and Culture, Public Relations Officer, The Chairperson and Secretary of Coiste na nOg, The Chairperson of Hurling Committee, The Referee's Administrator, A named representative from each of the County Primary Schools Committee, County Post-Primary Schools Committee and County Handball Committee, The Chairperson and Secretary of each Divisional Committee, The Health and Well Being Committee Chairperson (with reporting rights), and a named representative of each Adult Club affiliated and taking part in Adult Competitions. The Referee's Administrator shall be appointed in accordance with Rial 3.19(h) T.O 2019.
 The representatives from the County Primary Schools and the County Post-Primary Schools, shall be

appointed by the County Committee in January each year. The Handball representative shall be nominated by the County Handball Committee.

4. COUNTY SUB COMMITTEES

In accordance with Rial 3.20 of An Treorai Oifigiúil 2019 and subject to Rules 3.21 and 4.4 T.O 2019 - The County Committee shall appoint the following Sub-Committees whose powers and functions shall be as outlined therein and in these Bye-Laws:

(i) Management Committee

The Management Committee shall consist of the following members:-
 County Chairperson and Vice Chairperson, County Secretary and Assistant Secretary, County Treasurer and Assistant Treasurer, Central Council Representative, Connacht Council delegates (2), Divisional Committee Chairpersons (4), Coiste na nÓg Chairperson and Secretary, Children's Officer, Officer for Irish Language and Culture, Development Officer, Coaching Officer, Public Relations Officer, and Chairperson of Hurling Committee.

(ii) County Competitions Control Committee

The County Competitions Control Committee shall consist of the Secretary of each Divisional Committee (4), The Referees Administrator (Voting only on appointments of Referees), The Hurling Committee Secretary, The County Secretary, The County Assistant Secretary, The County Administrator (without voting rights), The County Public Relations Officer, The Chairperson of Bord na Nog, one Fixtures' Analyst and a Chairperson nominated by the County Chairperson and appointed by County Committee. The quorum for all meetings of the Competitions Control Committee shall be 3.

(iii) County Hearings Committee

The County Hearings Committee shall consist of ten members, including a Chairperson and Secretary appointed by County Committee. No member of the Management Committee, County Competitions Control Committee, or of the Executive Committee of the Post Primary Schools may serve on this Committee. The powers of the Hearings Committee shall be plenary powers. Quorum for a hearing shall be 3 members including chairperson

(iv) County Coaching and Games Development Committee

The County Coaching and Games Development Committee shall consist of The Coaching Officer, who shall act as Chairperson, The County Games Manager, who shall act as Secretary, a



representative of each of the following: Post Primary Committee, Third Level schools, The Hurling Sub- committee, Handball and three members selected by the County Committee.

(v) County Cultural Committee

The County Cultural Committee shall consist of the County Officer for Irish Language and Culture, who shall act as Chairperson, two delegates elected by each Divisional Board, and a Secretary appointed by the County Committee.

(vi) County Public Relations and Marketing Committee

The County Public Relations and Marketing Committee shall consist of The Public Relations Officer, who shall act as Chairperson, and eight other suitable members appointed by the County Committee.

(vii) County Youth Committee

The County Youth Committee shall consist of the Children's Officer who shall act as Chairperson and eight other members nominated by the Management Committee and appointed by the County Committee. It shall be responsible for the co-ordination and initiation of all Youth activities within the County.

(viii) County Referees Administration Committee

The County Referees Administration Committee shall consist of the County Referees Administrator, who shall act as Chairperson, four named members with expertise , in this area, appointed by the County Committee and four other named members appointed by the County Committee.

(ix) County Finance Committee

There shall be a County Finance Committee, which shall consist of the Officers of the Mayo County Committee and the Auditor.

(x) Information Technology Committee

There shall be an Information Technology Committee consisting of a Chairperson and four other members appointed by the County Committee.

(xi) County Teams Management and Panels Committee

The Membership of the County Teams Management and Panels Committee shall be as outlined in the Charter for County Committee / Teams Management / Player relationships as approved by Ard Chomhairle from time to time. The functions of this Committee will be as outlined in Rule 3.20 (xiii) of An Treorai Oifigiúil 2019.

(xii) County Planning, Physical Development and Safety Committee

The County Planning and Physical Development Committee shall consist of a Chairperson – The County Development Officer, and at least five other named members appointed by County Committee (one of whom shall be the designated secretary).

(xiii) Health & Wellbeing Committee

It shall consist of a Health and Wellbeing Officer who shall be appointed by the County Committee and shall act as Chairperson, the Children's Officer and four other named members (One of whom shall act as Runai), nominated by the Management committee for appointment by the County Committee

(xiv) County Fixtures Analysts –

In accordance with Rule 3.20(iii), T.O. 2019, the Management Committee shall appoint two County Fixture Analysts (one Football and one Hurling).

5. OTHER COMMITTEES

In accordance with Riail 3.19 and 3.21 of An Treorai Oifigiúil 2019, The County Committee shall appoint the following Sub Committees whose powers and functions shall be as outlined in these Bye-Laws:

(i) Post Primary Schools Committee

The function of the Committee shall be the promotion, development and control of Gaelic Games in Post-Primary Schools. It shall organize competitions where appropriate, and encourage as wide a participation in Gaelic Games as is feasible. Membership of the County Post-Primary Schools Committee will consist of:

- A representative of each affiliated Post-Primary School.
- A representative of the Coaching and Games Development Committee.
- A representative of Bord na nOg.
- A Senior Member of the County Committee who may act as the Committee Chairperson.

There shall be an Executive Committee consisting of the Officers and two representatives of both Colleges and Vocational Schools. The Executive Committee of the County Post-Primary Schools Committee shall reflect the respective strength of Colleges and Vocational Schools within the County if so desired. There shall be a Competitions Control Committee consisting of the membership of the Executive Committee. Its functions within the Post-Primary Schools Committee shall the same as those of a Competitions Control Committee at County level.



The County Hearings Committee shall hear appeals against its decisions, and/or requests for a Hearing. The Provincial Appeals Committee shall hear appeals against The County Hearings Committee decisions. It shall forward motions to the Provincial body.

(ii) Hurling Committee

There shall be a County Hurling Committee, which shall consist of a Chairperson, Secretary and Public Relations Officer appointed by the County Committee and one representative of each club participating in Adult Hurling competition. Subject to the overall jurisdiction of the County Committee it shall be responsible for the promotion and development of hurling within the county.

(iii) Cairde Mhaigheo

There shall be a Cairde Mhaigheo Committee consisting of the County Chairman, County Secretary and County Treasurer who shall have power to co-opt members from within the county committee and outside. It shall have responsibility for all fundraising activities.

(iv) Coiste na nÓg

There shall be a County Bord na nÓg consisting of a Chairperson, and a Secretary appointed by the County Committee and four delegates per division nominated by the Divisional Committees and appointed by the County Committee. Subject to the overall jurisdiction of C.C.C It shall be responsible for the organization of all underage Leagues and all underage County Championships

(v) Divisional Committees

There shall be four Divisional Committees (North, South, East and West). Each Board shall consist of the following elected officers: Chairperson, Vice Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and a Public Relations Officer, and two delegates from each club.

It shall be responsible for the organization of Adult Junior Leagues and Under Age and other Special competitions as fall within their remit.

- Divisional Annual General Meeting must be held at least one month before County Convention. Voting rights at Divisional Annual General Meeting shall be confined to the outgoing members and two delegates per Adult Club.
- Each Divisional Committee, through its chairman, shall submit an annual written report

for inclusion in the County Secretary's report to County Convention.

(vi) The County Social Inclusion and Integration Committee –

It shall consist of a Chairperson and at least eight other members appointed by the County Committee and shall also include one Representative from the Connacht Council.

(vii) County Health & Safety Committee

It shall consist of the County Vice Chairperson who shall be the Chairperson, the County Event Controller, The Head Steward, The Safety Officer, the Central and Connacht Council Delegates, the County Chairman, Secretary & Treasurer and at least three other members, appointed by the County Committee. It is responsible for examining the Health & Safety procedures in all clubs in the county. It shall examine the Health & Safety Statements of all clubs.

6. CATCHMENT AREAS FOR CLUBS

In accordance with R. 6.3 T.O. 2019, the County Committee shall determine a Catchment Area for each Club in the County which shall be a parish (the district under the jurisdiction of a Parish Priest or Administrator) shall be in force in the county, subject to the overall authority of the Co. Committee. i.e.

Attachment to First Club:

A person on first becoming a member of the Association as a Youth Member or an Adult Member shall be restricted to joining the Club in the Catchment area of his permanent residence or the Club in the Catchment Area where the persons parents/guardians were permanently resident at the time of his birth.

If no such Club exists, a Player may with the permission of the County Committee, play with the nearest Club to his place of permanent residence, or as directed, by the County Committee, in exceptional circumstances. To be eligible for selection on any Mayo inter-County Panel a Player must first be a current paid and registered playing Member of a GAA Club, in the particular year.

7. PERMANENT RESIDENCE

In the context of these Bye-Law and Rule 6.3, T.O. 2019, shall mean residing at a fixed address for a minimum period of eight consecutive weeks, prior to the date of the Transfer application. Documentary proof of such residence shall be required. Residence in a Club catchment area for the purpose of attending a Primary School, Post-Primary School or Higher Education College, shall not qualify as a Permanent Residence, for the purpose of this Bye-Law.



8. PERMISSION TO PLAY (RULE 6.8 TO 2019)

- a. Subject to Rule 6.8 T.O 2018 Competitions Control Committee may consider applications for permission to play at under age level to players who's own club are unable to field at a particular age level and make recommendations to the County Committee whose decision shall be final
- b. Subject to Rule 6.8 of An Treorai Oifigiúil 2018 a player from an separately affiliated football club may be granted permission to play hurling with a dual club subject to the approval of Central Council
- c. Parentage Rule- a player may apply for permission to play with a club in a catchment area in which his parent was a player in adult competitions or in exceptional circumstances, a member, who over a reasonable period of time, made a proven contribution to that club.
- d. Applications for both Permissions to Play must be signed by the Applicant, in person, on the official form, to be had from the County Secretary and must state the exact grounds on which such application is based. In the case of underage Players (up to and including under-18 grade) an application for Permission to Play must be accompanied by an authorisation, signed in person by the applicant Player's Parent(s) or Guardian(s).
- e. Proximity to Club Base- A player may apply for permission to play to the club/Independent Team based on proximity to club ground
- f. The County Committee shall appoint a Boundaries, Bye Laws and Amalgamation Committee to deal with applications for amalgamation from underage and adult clubs. The committee shall make recommendations to the County Committee.

Such applications for permission to play shall be processed in accordance with Coiste Chontae Mhaighéo Bye-Laws and the County Committee's decision on such applications shall be final.

9. TRANSFERS:

- a. Applications for Transfers must be signed by the Applicant, in person, on the official form, to be had from the County Secretary and must state the exact grounds on which such application is based. In the case of underage Players (up to and including under-18 grade) an application for Transfer must be accompanied by an authorisation, signed in person by the applicant Player's Parent(s) or Guardian(s).
- b. Applications for Transfers within the County must be submitted by the 15th March to allow CCC

sufficient time to process the applications.

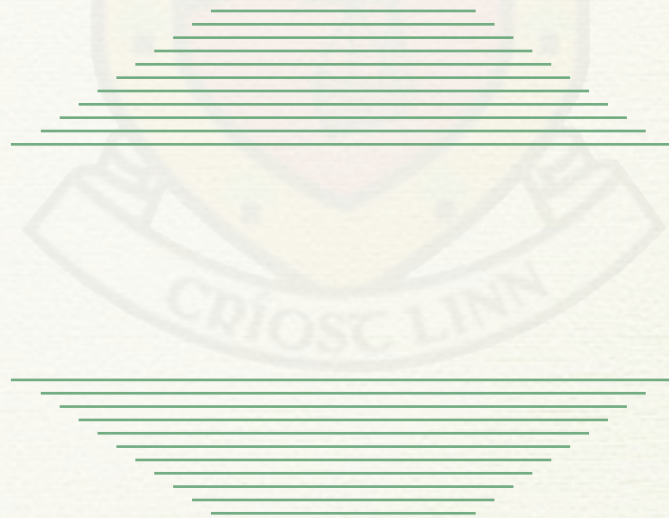
- c. All applications for transfer shall be made on the official form supplied by the County Secretary.
- d. A transfer may be granted to a player who is in permanent employment in another catchment area even though he resides in his native parish. In the event of a dispute his first club shall have first call on his services.
- e. Parentage Rule- a player may apply for a transfer to a club in a catchments area in which his parent was a player in adult competitions or in exceptional circumstances, a member, who over a reasonable period of time, made a proven contribution to that club-
- f. A player may apply for a transfer to a club based on proximity to club ground
- g. A player whose permanent residence is changed to the area of the club to which he wishes to be transferred. Permanent residence shall mean residing at a fixed address for a minimum period of eight consecutive weeks, prior to the date of the Transfer application.
- h. As the GAA is community centred and is also based on the allegiance of its Members and Players to both our Gaelic Games and their local Clubs; the object of which is to promote the Association's aims at local level, the Transfer Rules in the Official Guide and these Bye-Laws reflect that ethos. A Player is considered to always owe allegiance and loyalty to the Club with which he first legally participated in official Club competitions in County Mayo.

8. REGRADING

- Further to Rule 6.20 of the T.O.2019, all applications for player regrades from Senior Championship to Intermediate Championship shall be lodged with the County Secretary at least 3 days prior to the Meeting of the County Committee immediately preceding the first round of the Intermediate Championship;
- Further to Rule 6.20 of the T.O.2019, all applications for player regrades from Senior/Intermediate/Exclusive Junior Championship/Junior Championship to Junior/Junior B/Junior C Championship shall be lodged with the County Secretary at least 28 days prior to the first round of the Junior Championship.
- All applications for regrading must be considered by the County Competitions Control Committee and the CCC shall make recommendations to the County Committee on all applications for regrading.

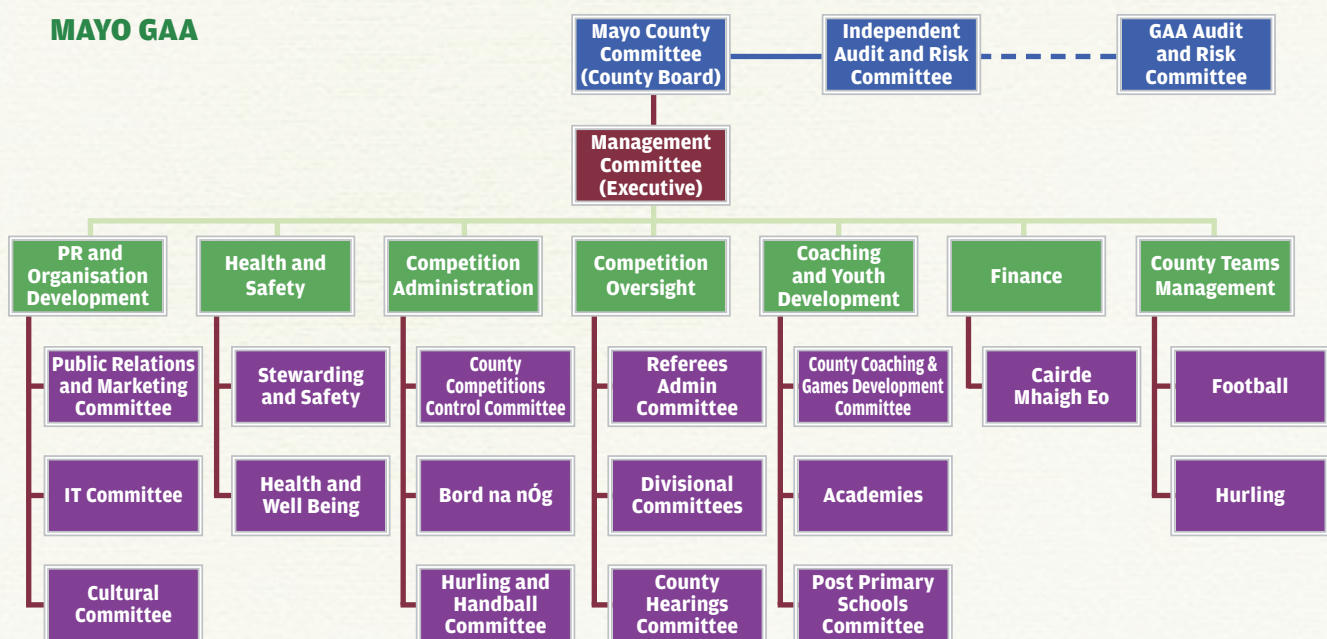


- The right to regrade from Senior Championship to Intermediate Championship shall be subject to a maximum of 5 players in any one calendar year.
- Where Clubs have teams competing in the Junior/Junior B/Junior C Championship, then each Club may regrade, by one level only and to the next lowest grade of championship in which that Club has a team participating, all players that played in the higher championship level in the preceding year, with the exception of 12 of those players nominated from the players who participated in the team's final championship game in the preceding year.
- Any player whose application to regrade has been refused by the County Committee shall be furnished with the reason(s) for such refusal and shall have the right of appeal against that decision to the County Hearings Committee.



ORGANISATION STRUCTURE

MAYO GAA





OPERATIONS PROCEDURES –

SECTION 2

MAYO GAA COISTE BAINISTÍ



Executive Summary

THE Mayo County Board of the Gaelic Athletic Association (GAA) (Irish: Cumann Lúthchleas Gael, Coiste Chondae Mhaigh Eo) or Mayo GAA, established 1884, is one of the 32 County Boards of the GAA in Ireland, and is responsible for Gaelic games in County Mayo and the Mayo inter-county teams. Mayo have 3 All-Ireland Senior Football Championship wins—1936, 1950, 1951 and have won the greatest number of National Football League titles consecutively (6 from 1934 to 1939). Mayo GAA is only one of a small number of counties to have tasted success at all levels and grades of Gaelic football.

Mayo GAA has now grown to become one of the GAA's leading brands and considerable governance is required to oversee the needs of Mayo GAA's teams and its operational demands. This document outlines the approach the standard operating procedures that all stakeholders must be aware of while working on behalf of Mayo GAA. The Governing Body of the Gaelic Athletic Association in Mayo shall be The Mayo County Committee, excepting those functions reserved to the Provincial Council and the Central Council under the Official Guide 2021.

Executive of County Board

- **Statement of objective:** The Governing Body of the Gaelic Athletic Association in Mayo shall be The Mayo County Committee, excepting those functions reserved to the Provincial Council and the Central Council under the Official Guide 2019.
- **Membership:** In accordance with Rial 3.18(a) of An Treorai Oifigiúil 2019 - The County Committee shall consist of the following: Chairperson, Vice Chairperson, County Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Central Council Representative, Connacht Council Representatives (2), Children's Officer, Development Officer, Coaching Officer, Officer for Irish Language and Culture, Public Relations Officer, The Chairperson and Secretary of Coiste na nOg, The Chairperson of Hurling Committee, The Referee's Administrator, A named representative from each of the County Primary Schools Committee, County Post-Primary Schools Committee and County Handball Committee, The Chairperson and Secretary of each Divisional Committee, The Health and Well Being Committee Chairperson (with reporting rights), and a named representative of each Adult Club affiliated and taking part in Adult Competitions. The Referee's Administrator shall be appointed in accordance with Rial 3.19(h) T.O 2019.

● OIFIG COISTE CHONTAE MHAIGH EO

Located at **MacHale Park, Moneen, Castlebar, Co Mayo.**

RIARTHÓIR/ADMINISTRATOR

administrator.mayo@gaa.ie

FEIGHLI TAILTE/GROUNDSMAN

administrator.mayo@gaa.ie

● COISTE CHONTAE MHAIGH EO

PRESIDENT

EIRLEAMH/PATRON

CHAIRPERSON

chairperson.mayo@gaa.ie

VICE-CHAIRPERSON

vicechairperson.mayo@gaa.ie

SECRETARY

secretary.mayo@gaa.ie

ASSISTANT SECRETARY

assistantsecretary.mayo@gaa.ie

TREASURER

treasurer.mayo@gaa.ie

ASSISTANT TREASURER

assistanttreasurer.mayo@gaa.ie

PUBLIC RELATIONS OFFICER

pro.mayo@gaa.ie

CENTRAL COUNCIL DELEGATE

ccdelegate.mayo@gaa.ie

CONNACHT COUNCIL DELEGATE

Connachtdelegate.mayo@gaa.ie

CONNACHT COUNCIL DELEGATE

Connachtdelegate1.mayo@gaa.ie

CHILDREN'S OFFICER

childrensofficer.mayo@gaa.ie

CULTURAL OFFICER

irishculturalofficer.mayo@gaa.ie

DEVELOPMENT OFFICER

developmentofficer.mayo@gaa.ie

COACHING OFFICER

coachingofficer.mayo@gaa.ie

HURLING BOARD CHAIRMAN

chairperson.hurling.mayo@gaa.ie

EAST BOARD CHAIRMAN

chairperson.east.mayo@gaa.ie

NORTH BOARD CHAIRMAN

chairperson.north.mayo@gaa.ie

SOUTH BOARD CHAIRMAN

chairperson.south.mayo@gaa.ie

WEST BOARD CHAIRMAN

chairperson.west.mayo@gaa.ie

BORD NA NOG CHAIRMAN

chairperson.bordnanog.mayo@gaa.ie

- **Subcommittees:** terms of reference, function and membership as per the bye-laws of Mayo GAA (section 1, page 6). The following are Mayo GAA committees:



- **Executive Meetings:** A schedule of Executive meetings shall be agreed and forwarded to all Executive members via email no later than the month of January in the presiding year.
- **Club Officer Meetings:** A schedule of County board meetings shall be agreed and forwarded to all club secretaries via email no later than the month of January in the presiding year.
- **Budget review dates:** A schedule of budget review meetings shall be agreed to occur no later than October in the presiding year for planning in the subsequent year.
- **Date/venue for County Convention:** The proposed date and venue will occur in the 1st weekend in December of the presiding year.

Roles of the County Board

Position: **COUNTY CHAIRPERSON**

Role Description. The Chairperson is the principal officer on the County Committee with responsibility for planning, organising and managing the affairs of the GAA in the County. The Chairperson must be a leader with a vision on how to progress the Association. The Chairperson plays a key role in ensuring that County Committee meetings function effectively and efficiently, where decisions taken are acted on.

Reports- accountable to County Committee/Provincial Council

Responsibilities

1. Chair County Committee and County Management Committee meetings
 - The Chairperson is responsible for making sure that each meeting is planned effectively, conducted according to the rules of the Association and that matters are dealt with in an orderly and efficient manner.
 - Bring impartiality and objectivity to meetings and decision making
 - Facilitate change and address conflict within the board/officers
 - Facilitate those present to make their views, while maintaining control over the meeting
 - Ensure that meetings are progressive and that decisions are implemented
2. Ensure that the County's GAA affairs are managed effectively
 - The Chairperson must co-ordinate the affairs of the County Committee to ensure that appropriate procedures are in place for the effective management of the affairs of the County.
 - S/he must:
 - Keep an overview of all GAA activity ensuring corrective action is taken where needed
 - Coordinate the committee to ensure responsibility

for particular aspects of management are met

- Oversee the implementation of the County Strategic Plan
 - Ensure that an annual Games Development Plan is in place for the County
3. Uphold the rules of the Association
 - The Chairperson must ensure that the rules of the Association are upheld at all times and must ensure that Association policy is implemented in the County.
 4. Represent the County
 - The Chairperson will be called upon to represent the County and sometimes be its spokesperson at various functions, meetings etc... He should be aware of current issues that might affect the Association and should always seek help and advice from the County PRO and County Secretary, if required. The Chairperson will also be asked to attend meetings at National and Provincial level as required and should report back to the County Committee on all matters of interest.
 5. Be a leader and have a vision for the future of the GAA in the County
 - The Chairperson must have a vision for how the GAA in the County will progress and should ensure that the County is operating to the County strategic plan. The Chairperson must be seen to 'lead the County Committee team'. This also involves regularly reviewing the Committee's performance and identifying and managing the process for renewal of the Committee through recruitment of new members.

Skills Required

- Excellent leadership, planning, organisational, interpersonal and communication skills
- Excellent facilitation and negotiation skills
- Ability to ensure decisions are taken and followed-up
- Impartiality, fairness and the ability to respect confidentiality
- Ability to delegate key tasks to other officers

Knowledge

- Be familiar with An Treoraí Oifigiúil
- Have sound knowledge of the Association
- Have experience of Committee involvement/people management

Other Requirements

- Have time to do the job
- Have a genuine interest in the Association
- Be of good standing in the community,

Position: **COUNTY SECRETARY (Voluntary)**

Role Description. The Secretary is the chief administrator in the county, responsible for the day-to-day management of the county board activities. The Secretary has a key role to play in ensuring that effective



communication exists between all County Committee Officers and between the County Committee and the Clubs of the County. The Secretary must enhance the Association's activities by working with existing officers of the Coiste Contae and subsidiary Boards, help form a collective vision for the county to meet the challenges faced by the Association.

Reports – accountable to An Cathaoirleach / County Committee

Responsibilities

1. Effective administration of the County affairs
 - Responsible for the day to day administration and coordination of the County Board activities
 - To maintain good communication lines with all clubs in the county
 - To manage all official correspondence to the Central and Provincial Councils in connection with County and Club matters
 - To ensure up-to-date records are kept of committee memberships
2. Development and implementation of the County Fixture Plan
 - Develop a master fixture plan for the county each year 3
3. Keeping records
 - Ensure that all the following records are maintained:
 - Matches
 - Venues
 - Dates and winners
 - Membership and player registration records
 - Record of all correspondence
 - Minutes of meetings
 - To ensure up-to-date records are kept of committee memberships
4. Meetings
 - The Secretary must ensure that all arrangements for meetings are met:
 - Responsible for the preparation of meeting agenda in consultation with the Chairperson
 - To circulate agendas and any supporting papers in good time
 - To minute meetings and circulate the draft minutes to all committee members with all other relevant documentation

Skills

- Excellent communication (verbal and written), and interpersonal skills
- Excellent influencing skills
- Excellent ability to manage people/resources and build and sustain good team relationships and manage conflict
- Strong leadership and decision-making skills
- Excellent negotiation skills
- Excellent strategic skills and innovative thinking in

order to develop/contribute to vision and implement strategy

- Effective presentation skills
- Very good time management and organisational skills in order to effectively manage self, others and plan, initiate, develop and implement projects
- Effective numerical and analytical skills

Knowledge

- Be familiar with An Treoraí Oifigiúil and all County by-laws
- Clear and detailed knowledge of GAA structures, rules, regulations and procedures at all levels of the Association
- Clear and detailed knowledge of the GAA's coaching schemes and initiatives
- Clear and detailed knowledge and management of financial systems and accounts in order to manage day-to-day County Committee finances (in association with the Cisteoir)
- Working knowledge of IT related packages and systems

Other specific requirements

- Own car with a full clean driving license
- Ability to work and attend evening and weekend meeting/activities in addition to normal day-to-day activities

Position: **COUNTY TREASURER**

Role Description: The overall role of the Treasurer is to ensure that all financial matters within the County are managed correctly and efficiently. S/he must ensure that proper books of accounts along with proper controls and procedures are in place and adhered to. S/he should be chairperson on the County finance sub-committee and should have ultimate responsibility for financial matters of all other County sub-committees.

Reports –accountable to County Committee

Responsibilities

- 1: To ensure proper financial records and procedures are maintained
 - To oversee and present accounts and financial statements to the County Committee on a quarterly basis
 - To ensure that appropriate accounting procedures and controls are in place and adhered to in relation to all financial matters
 - To ensure that the accounts are audited and meet the auditing standards required
 - To ensure any recommendations of the auditors are implemented
 - To liaise with other committee members about financial matters
 - To ensure compliance with relevant legislation
 - To advise on the fundraising strategy of the County Committee



- Use all accounting software approved by the National Finance Committee

2: Financial planning and reporting

- To prepare a detailed County financial budget at the beginning of each year, which should be agreed and accepted by the County Committee and all other sub-committees and forwarded to the National Finance Committee
- To advise the County Committee of the financial implications of strategic and operational plans.
- To provide accurate and up to date assessment of the County's finances at County Committee meetings
- To make presentations of accounts at the County Convention
- To monitor and be responsible for the accounts of Supporters Clubs

3: Other

- To liaise with Club treasurers on their roles and responsibilities in the Club
- To arrange for training of Club Treasurers
- To review the financial statements of all Clubs affiliated to the County Committee
- Attend meetings as required of the National Finance Committee

Skills required

- Experience of financial control and budgeting
- Experience of fundraising
- Good communication and interpersonal skills
- Good organisational skills with an eye for detail
- Ability to work well with the Chairperson and the Committee
- Ability to ensure decisions are taken and followed up
- Ability to delegate key tasks to other officers where required
- Good IT knowledge and understanding of accounting software

Knowledge

- Have a good background in finance (ideally a financial qualification)
- Have experience of Committee involvement/people management
- Have sound knowledge of the Association

Other requirements

- Have time to do the job
- Have a genuine interest in the Association
- Be of good standing in the community

Position: **PUBLIC RELATIONS OFFICER**

Role Description: The role of the County PRO is to promote the GAA in the County and to present a positive image of the Association and our games. S/he should establish good relations with all local media and should provide regular updates on fixtures, results and

information on all other GAA activity in the County. The PRO should also communicate with Clubs on communication issues.

Reports – accountable to County Committee Responsibilities

1: Promote the GAA

- Use every opportunity to promote the GAA in the County with the local media including County and Club games and all other GAA activity
- Provide the media with timely and regular updates of Club and County fixtures and results
- Ensure the County is well presented

2: Relationships with the media

- Establish a positive working relationship with the local media
- Respond to media queries in an efficient and timely manner
- Present Association policy in a positive manner

3: Match Programmes and advertising

- Coordinate the production of match programmes for Club and inter-County games
- Liaise with all key groups (team managers, sponsors, advertisers etc...)

4: County Website

- Update the County GAA website on a regular basis with fixtures, results and information regarding all GAA activity in the County
- Liaise with County IT officer on communications technology requirements

5: Club Responsibilities

- Provide training and advice to Club PROs regarding their roles and responsibilities
- Establish communication links with all Club PROs in the County

6: Other Communications

- Promote monthly theme in the communications calendar throughout the County
- Liaise with IT Officer on promoting communications excellence through technology
- Promote communication principles as in communications plan
- Attend meetings at national and provincial level as required

Skills required

- Excellent oral and written communication skills
- Good organisational skills
- Ability to work well in a team
- Ability to recognise good news stories for the GAA

Knowledge

- Have a very good working knowledge of IT
- Have sound knowledge of the Association policies and procedures

Other requirements

- Have time to do the job
- Have a genuine interest in the Association
- Be of good standing in the community



Position: **COUNTY DEVELOPMENT OFFICER**

Role Description: The role of the County Development Officer is to provide advice to the Clubs of the County on best practice in number of key areas including physical development, Club property, Club planning and administration. The Development Officer should also organise Club officer training programmes and other GAA Club development programmes for the Clubs of the County. S/he should play a key role in co-ordinating the development of the County Strategic Plan and monitoring its implementation in conjunction with the County Chairperson and the County Executive Committee.

Reports – accountable to County Committee

Responsibilities

- 1:** County Planning, Physical Development & Safety Committee
 - Act as Chairperson of the County Planning, Physical Development & Safety Committee
 - Include personnel on this committee based on their expertise in the key areas of: planning, officer training, club development, facilities, health & safety.
- 2:** GAA Training and Development Programmes
 - To arrange for the delivery of the GAA Club Planning Programme, the Club Leadership Development Programme and any other development programmes offered by Central Council to Clubs.
- 3:** Advice to Clubs
 - Provide direction and advice to Clubs on best practice in all areas of administration and management. S/he should be familiar with the Club resources on the GAA website and should provide this information to the Clubs where required.
 - Put in place structures and personnel to advise Clubs on physical development and pitch maintenance where required.
- 4:** Development of the County Strategic Plan
 - Project manage the development of the County Strategic Plan with the Provincial Council. S/he should also play a key role in monitoring the implementation of the plan along with other County Committee officers.
- 5:** Club Property
 - Ensure that Club and County property is properly controlled and vested. The County should ensure that a registrar of all Club Trustees is in place and should ensure that copies of all vesting documents for the Clubs of the County are sent to Central Council.

Skills required

- Communication skills
- Delegation and organisational skills
- IT skills and be capable of undertaking research on websites etc...

- Be discreet and confidential

Knowledge

- Knowledge of GAA club planning, officer training programmes etc.....
- Knowledge of GAA policy on vesting and control of property
- Knowledge of GAA resources available to Clubs
- Knowledge of GAA policies and procedures

Other requirements

- Have time to do the job
- Have a genuine interest in the Association
- Be of good standing in the community

Position: **COUNTY COACHING OFFICER**

Role Description: The overall role of the County Coaching Officer is to ensure that Coaching & Games Development Activities are implemented in line with Association Policy. S/he should be Chairperson of the County Coaching & Games Development Committee.

Reports – accountable to An Cathaoirleach/County Board

Responsibilities

- To chair the County Coaching & Games Development Committee.
- To ensure that Coaching & Games Development Activities are implemented in line with Association Policy.
- To oversee the production of an Annual Games Development Plan for the County, which will outline in detail the priorities for Games Development in the County, including the development and provision of:
 - Games Opportunities: A regular programme of appropriate games at Child/Primary, Youth/Secondary and Adult/Third Level.
 - Skill Development Initiatives: Coaching/Skill Development Initiatives appropriate to the age and ability of Child, Youth and Adult Players
 - Education Programmes: A programme of courses and workshops to up-skill Coaches, Administrators and Referees to fulfil their roles in a Games Development context.
 - Support Initiatives: Initiatives to support the development of a sustainable sports system by managing the recruitment and training of key personnel within Clubs, Schools and Counties to effectively develop Gaelic Games in the community.
- To oversee the management of the County Games Development Budget.
- To report to the County Convention on the implementation of Games Development Activities in the County. The report should include Committee evaluation of activities focusing on the quality of activities. This will complement the



quantitative reports from the Games Development Personnel.]

- To propose, advise and evaluate strategic direction in order to increase participation and optimise playing standards, including proposal of relevant motions.
- To liaise with Clubs and Units to support the development of effective Coaching & Games Development structures.

Skills required

- Good communication and interpersonal skills
- Good organisational skills
- Ability to ensure decisions are taken and followed up
- Ability to delegate key tasks to other officers where required

Knowledge

- Have experience of best practice in Coaching & Games Development
- Have experience of Committee involvement/people management
- Have sound knowledge of the Association's rules and procedures

Other requirements

- Have time to do the job
- Have a genuine interest in the Association
- Be of good standing in the community

Position: COUNTY CHILDREN'S OFFICER

Role Description: The key role of the County Children's Officer is to oversee the implementation and promote awareness of the GAA Code of Best Practice in Youth Sport and our joint Code of Behaviour with the co-operation of Clubs within the County with Club Children's Officers.

Reports – accountable to County Committee

Responsibilities

- Ensure that each Club has appointed a Club Children's Officer and that these Children's Officers are aware of their roles and responsibilities.
- Regularly liaise with all Club Children's Officers; respond to their queries; support and assist them to develop and implement an annual work plan.
- Promote and co-ordinate Child Protection in Sport Awareness Workshops for all Clubs in the County.
- Ensure, in collaboration with Coiste na nÓg that all County underage games and competitions are compliant with the relevant Gaelic Games Codes, with the Go Games Initiative and with the GAA Respect Campaign.
- As required, liaise and advise the County Coaching and Games Development personnel on strengthening a child centered ethos in their programmes and activities.
- Assist, where required, the County Vetting Co-

ordinator in the processing of vetting applications on behalf of the Association to the relevant authorities.

- Advise on good practice in the recruitment and selection of persons working with young people.
- Promote greater consultation with under age players and participation by them in Club and County activities.
- Deal with breaches of the Code of Best Practice in Youth Sport and Code of Behaviour as per relevant guidelines.
- Monitor and report to the County Committee and relevant Committees on any significant trends or developments relating to the participation of young people in Gaelic Games.
- Review and report to the County Committee on the extent and nature of implementation of the relevant Association Codes within the County and by Clubs.
- Maintain regular communication and liaison with the National Children's Officer and provide reports as required.
- Provide a report to the Annual County Committee Convention.
- Assist the County Coiste na nÓg in the development of underage games and activities and liaise with other groups on their behalf as appropriate.

Skills Required

- Have good communication skills, be approachable and open minded
- Be discreet and confidential

Knowledge

- Be familiar with the GAA Code of Best Practice in Youth Sport and Code of Behaviour
- Attend the relevant basic awareness training on child welfare and protection and Children's Officer training
- Be familiar with relevant child welfare/protection legislation
- Have the confidence of all Clubs and in the particular of Club Children's Officers within the County -Have a commitment to attend other relevant training as required

Other requirements

- Undertake a Garda Vetting/Access NI/CRB check relevant to their jurisdiction
- Have time to do the job.
- Have a genuine interest in the Association
- Be of good standing in the community

Important: County Children's Officers do not have the responsibility to investigate or validate child protection allegations or concerns at County level. The liaison person appointed to deal with such concerns is the County Designated Person as per the GAA Guidelines for Dealing with Allegations of Abuse (Fourth Edition).



*Young People. The term 'young people' is used throughout this document denotes any person under the age of 18 years.

Position: **OIFIGEACH CULTÚIR AGUS TEANGA**

Role Description: The role of the County Irish Language and Cultural Officer is to provide advice to the County/Clubs officers in supporting the National Language and Culture.

Reports – accountable to Coiste Contae

Responsibilities

- Act as Cathaoirleach of the Coiste Cultúr agus Teanga Contae (County Culture and Language subcommittee) and to be a member of the County Executive
- Provide a service/input for County Publications/Programmes and Medals and Trophies
- Liaise with other language and cultural groups within the County
- Liaise with Clubs regarding Cúrsaí Gaeilge
- Act as County Scór co-ordinator in liaison with Scór Secretary

- Encourage the use of bi-lingual materials (signs etc...) within the County and in Clubs.

- Administer County Gaeltacht Scholarships Schemes

Skills Required

- Have good written and spoken knowledge of the Irish Language (Gaeilge)
- Have good communication skills
- Ability to Delegate tasks
- Have good organisational skills
- Be IT literate

Knowledge

- Eolas mhaith ar an teanga dúchais agus ar chultúr traidisiúnta na tíre

Other requirements

- Have time to do the job
- Have a genuine interest in the Association
- Have a genuine interest in the Irish language and culture
- Be of good standing in the community

Position: **COUNTY INFORMATION AND TECHNOLOGY OFFICER**

Role Description: The overall role of the County IT Officer is to co-ordinate the implementation of the GAA IT strategy in the County, ensuring that all official GAA IT solutions are in use by all Clubs and County Committees as required.

Reports – accountable to County Committee

Responsibilities

1: Committee responsibilities

- Act as Chairperson of the County IT Committee

- Encourage the rollout and development of official GAA IT solutions
- Ensure that those appointed to this committee have the required IT knowledge
- Ensure that appropriate policies, procedures and standards are adhered to and applied at County and Club levels
- Implement IT audits within the County and Clubs on matters relating to IT hardware and software. -- Liaise with provincial and national IT officer to implement required solutions and processes
- Attend meetings at national and provincial level as required

2: GAA IT Solutions

- Co-ordinate the rollout of the GAA IT solutions, ensuring that adequate training is provided for Club and County officers. These IT solutions include, but are not limited to:
- GAA email solution o Online registration system
- Official Fixtures and Results system
- Club/County CMS solution (official GAA website solution)

3: Club Responsibilities

- Ensure that training and advice is provided to Clubs regarding the rollout of solutions and best practice
- Ensure that Clubs have the relevant IT material i.e. training manuals, logins, passwords etc...
- Liaise with provincial and national IT committees regarding Club IT needs and requirements

Skills required

- Good communication and interpersonal skills
- Good organisational skills
- Ability to work well with the Chairperson and the Committee
- Ability to ensure decisions are taken and followed up
- Ability to delegate key tasks to other officers where required

Knowledge

- Have a very good working knowledge of IT
- Have good working knowledge of all GAA IT solutions
- Have sound knowledge of the Association
- Other requirements
- Have time to do the job
- Have a genuine interest in the Association
- Be of good standing in the community

Position: **COUNTY DESIGNATED PERSON**

Role Description: The County Designated Person shall act on behalf of their County Committee in relation to all concerns, allegations or knowledge of abuse or alleged abuse. It is the role of the County Designated Person, having consulted with their Club counterpart and other appropriate, and having established reasonable grounds



for concern, who will duly report such concerns to the relevant statutory agency and to the GAA National Designated Person. The County Designated Person shall facilitate and support Club Designated Persons in whatever was possible when dealing with allegations or suspicions of abuse. All such matters shall be determined following an appraisal of any allegation received and where reasonable grounds for concern exist, following such appraisals, such matters shall be reported without delay to the relevant statutory authorities and to the GAA National Designated Person as appropriate.

Reports – accountable to County Committee

Responsibilities

- Act on behalf of their County Committee in relation to all concerns, allegations or knowledge of abuse or alleged abuse.
- Ensure that all Clubs have appointed a Designated Person and that they are fully aware of their responsibilities and of the contents of the GAA Code of Best Practice for Youth Sport and the GAA Guidelines for Dealing with Allegations of Abuse and other relevant guidance as provided by their statutory authorities.
- Liaise with Club Designated Persons on all matters relating to child welfare and protection in their Club.
- Act as the formal liaison person between the County Committee and statutory authorities on all matters related to allegations of child abuse and shall similarly liaise with the GAA National Designated Person on all such matters.
- Formally report allegations of abuse to the statutory authorities, on behalf of Clubs in their County, having established that reasonable grounds for concern exist.
- Make any such reports or referrals in line with GAA agreed procedures.
- Have knowledge of statutory guidelines and relevant legislation as they relate to child protection and welfare of young people in their jurisdiction.
- Have knowledge of definitions, categorisation and indicators of abuse.
- Undertake, in accordance with the jurisdiction in which they operate, relevant Child Protection in Sport Awareness training (ISC/SportNI) or Safeguarding and Protecting Children (Sportscoach UK) training, as promoted by the GAA and any other training deemed relevant to their role.
- Communicate with parents and external agencies as appropriate.
- Assist with and identify the need for relevant Child Protection training within the County through their liaison with Club Designated Persons and Children's Officers at Club and County level.

- Be aware of local contacts and support services that may assist in developing and delivering their role
- Advise, as appropriate, Club and County administrators on issues of confidentiality, record keeping and data protection.
- Ensure that all individual case records are maintained, that all actions taken are recorded and that such records are kept in a secure and confidential place.

Skills Required

- Communication skills
- Be discreet and confidential Knowledge
- Knowledge of the GAA Code of Best Practice for Youth Sport and the GAA Guidelines for Dealing with Allegations of Abuse document (Fourth Edition 2009).
- Knowledgeable as to Legislation and Guidelines on the Reporting of Allegations of Abuse procedures pertinent to the jurisdiction in which they operate and must be fully aware as to the GAA policy and procedures on all such matters including the GAA Guidelines for Dealing with Allegations of Abuse.

Other Requirements

- Undertake a Garda Vetting/Access NI/CRB check relevant to their jurisdiction
- Have time to do the job
- Have a genuine interest in the Association
- Be of good standing in the community

Should a GAA Designated Person, or other member of the Association, be made aware of a complaint or allegation of abuse against a person who is not in membership or in the employment of any unit of the Association, this matter should be referred by the Designated Person or member of the Association to the relevant statutory authority in the jurisdiction in which they reside and to the GAA National Designated Person.





OPERATIONS PROCEDURES –

SECTION 3

THE CLUB



Club Constitution

THE Club Constitution is the single most important document in the club and every club must adopt this in accordance with rule 3.5 of the GAA's Official Guide (Treoraí Oifigiúil). The club constitution provides a means whereby the GAA Club can be operated and managed by the Executive Committee of the club. The Constitution provides for control of the assets of the Club and the operation of activities within the Club regarding, membership, management structure, sub-committee structure, club property, AGM etc. A club can make certain alterations to the Constitution, but these must be passed by the County Committee. Or a copy of the Club Constitution, go to www.gaa.ie/clubzone

Club Committee Structure

All clubs need to have a committee structure in place to facilitate the organisation and the management of club activities. Every club is required by rule to have a club Executive Committee. Clubs may also have a number of sub-committees in place to help with certain aspects of administration and activity.

The Club Executive Committee is the controlling body of the Club, managing the business and affairs of the Club (rule 7.1 Club Constitution). It is essential that the Executive Committee is active and well-managed.

The composition of the committee is outlined in rule 7.2 of the Club Constitution.

- 7.2 The Executive Committee shall be comprised of the:
 - Chairperson
 - Vice-Chairperson
 - Treasurer
 - Secretary
 - Registrar
 - Officer for Irish Language and Culture
 - Public Relations Officer
 - Children's Officer,
 - One Players' Representative
 - And at least five other full members

Members of the Executive, including the players' representative, are elected by the full members of the Club at the AGM each year. The only exception to this is the Children's Officer, who is appointed at the AGM on the recommendation of the outgoing Executive Committee.

Note: Clubs can make amendments to their constitution to reflect how many full members (greater than five) sit on the Executive and what officer positions those officers hold. Any such amendment must be passed by the County Committee and must conform to general rule.

The Club Executive is required to meet at least once each quarter (Rule 7.9 Club Constitution), with four members present constituting a quorum (Rule 7.9 Club

Constitution). However, it is recommended that the Club Executive should meet at least ten times per year, which is the minimum number of meetings required for most clubs to function.

For more information on the Club Constitution, [http:// www.gaa.ie/my-gaa/administrators/](http://www.gaa.ie/my-gaa/administrators/)

Role of the Club Chairperson

The Chairman is the principal officer of a GAA Club. As well as chairing Club Executive Committee and other club meetings, the Chairman has prime responsibility for ensuring that the club is a well-organised, well-managed and an active unit. The Chairman should be dedicated to the job, have good communication skills, have the ability to delegate key tasks and above all, be a person of integrity in the community. The contribution of the Club Chairman to the effective working of a club can never be underestimated.

Main Duties:

- Provide leadership and management in the Club
- Hold effective Club meetings
- Uphold the Club Constitution
- Plan ahead for the Club
- Delegate tasks to Club members
- Uphold the mission, vision and values of the GAA

Role of the Club Secretary

The secretary is the chief administrator in the club. The duties are many and varied and call for a high degree of dedication. The Secretary has more to do with the practical running of the club than any other officer. He/She should be a good organiser, be methodical, and above all be reliable. The duties dovetail with those of the Chairman and it is essential that both officers work as a team of which the Secretary will very often be the more active person.

Main Duties:

- Communications:
 - verbal and written
 - with club members and officers
 - with the County Secretary and County Committee
- Meetings
 - preparation for and follow up on assigned tasks
 - accurate recording of meeting minutes
- Administration
 - correspondence and keeping records
 - membership and registration
 - team affiliation
 - club Insurance
 - club Property
 - working with County/Divisional Committee/Board
- Club Planning
 - assisting in developing a club plan.



Outsiders Knockmore ended a 23-year wait for the Mayo senior football championship title when they powered to victory over Breaffy at a sun-splashed Elverys MacHale Park, Castlebar.

Role of the Club Treasurer

The Club Treasurer has responsibility for the safe-keeping of the funds of the club. He/She is responsible for recording all income and expenditure and for reporting on the financial position of the club to the Club Executive Committee on an on-going basis. It is important to note that the Treasurer does not have to be an accountant to perform this role. However, he/she must have an ability to record all financial transactions, control expenditure in the Club, plan and assist in fundraising and provide regular reports to the Club Executive.

The Treasurer must not commit the club to any expenditure for which prior approval has not been given and should also be in a position to give ample warning to the club should funds be dwindling.

Main Duties:

- Management of club accounts
- Keeping records
- Preparation of financial statements
- Preparing a financial budget for the club
- Fund-raising in the club.

Role of the Club PRO

Communications is one of the most important activities of the Association. The success of all units depends to some degree on the national and local image of the Association. Everyone in the GAA who has a role in their club, no matter how small, has a part to play in effective communication. There is always a need for a proper flow of information in the club so that everyone understands how the club operates.

The main function of the Club PRO is to communicate with the general public on behalf of the club, presenting a positive image of the club and Cumann Lúthchleas Gael in the local community and beyond. Therefore, the PRO

holds one of the most important officer positions in the Club.

Remember:

1. Public Relations is the practice of managing the flow of information between the club and the public.
2. No longer is it good enough for a club to do good work: people must be told about it.
3. The biggest mistake that a PRO can make is to assume that people know!

Main duties:

The main duties of the PRO are summarised as follows:

- Work as part of a team along with the other club Officers, team mentors and the various sub committees in the club.
- Promote the club to the local community and beyond using all available methods of communication, (Local newspapers, club newsletter, email and websites, local radio, Social Media Platforms etc.)
- Provide team lists, match results and all relevant information to the County PRO on time.
- Keep records for historical purposes.
- Make sure the club is well presented.

Club Registrar

Each club is required to have a Registrar on the Club Executive, in accordance with rule 7.2 of the Club Constitution.

The Club Registrar is responsible for ensuring that the club is up to date in the registration of players and members.

Each year, a club must complete two registrations i.e.

- the registration of Full and Youth members
- and the registration of players in accordance with Rule 2.2 and 2.3 of the Official Guide.



Balla joint captains, Barry Duffy and Ger Flanagan, lift the Sweeney Cup after Balla beat Kiltimagh to claim their first-ever Mayo Intermediate title, only two years after winning the Junior championship.

Photo: Mayo GAA

Registration is now facilitated on the on-line GAA Player and Member Registration System, which is the only acceptable method of registering players and members with the GAA.

Each Club Registrar is provided with a password to this system and therefore the Club Registrar needs access to broadband internet and have reasonable PC skills. For more on this consult the section on 'membership and registration' at clubzone on www.gaa.ie

For a more detailed description on the role of the above club officers and for other club officers, check up Administrators on the GAA website,

[http:// www.gaa.ie/my-gaa/administrators/](http://www.gaa.ie/my-gaa/administrators/)

Club AGM

The club AGM is the most important meeting of the year and every effort should be made to ensure that it is organised in accordance with the rules as laid out in the Club Constitution. The manner in which this meeting is organised and conducted will play a major part in the running of the club for the coming year.

The purpose of the AGM is to:

1. Review the work of the previous year.
2. Review financial statements and auditors reports.
3. Elect officers and executive committee members.
4. Get members views on club and Association policy.
5. Consider club policy and revise or endorse.
6. Make submissions through motions to the County Committee on the framing of policy and dealing with the rules of the Association.

The AGM is an opportunity for a club to set the foundations for the coming year.

- It allows club members to express their views and ideas on all aspects of the running of the club and the playing of the games.
- All clubs must remember that they are governed by the Club Constitution Treoir Oifigiúil when running their AGM and all other affairs.

The following AGM material is designed to assist clubs in structuring a successful Annual General Meeting to encourage more members to become actively involved in the running of their club.

http://www.gaa.ie/mm/Document/MyGAA/ClubAdministrators/12/19/70/The_Club_Annual_General_Meeting_English.pdf

CHECKLIST – COMMONLY ASKED QUESTIONS ABOUT CLUB AGM

- 1) When does membership of a GAA club officially close? The determined Annual Subscription shall be payable on election and thereafter annually, in advance of the date and in the manner decided by the Executive Committee. The date set shall be a date prior to March 31st each year.
- 2) Can you become a member after March 31st? Yes, but you will not have voting rights at the AGM that year.
- 3) How is the committee elected at an AGM? 7.2 The Executive Committee shall be comprised of the Chairperson, Vice-Chairperson, Treasurer, Secretary, Registrar, Officer for Irish Language and Culture, Public Relations Officer, Children's Officer, one Players' Representative, and at least five other full members.
- 4) How is the committee elected at the AGM? 7.5 The Executive Committee including the Players' Representative, shall be elected by the Full Members present, entitled to vote and voting at the Annual General Meeting. Exception: The Children's Officer shall be appointed at the Annual General Meeting on the recommendation of the outgoing Executive Committee.
- 5) Who can be elected to the committee? 7.6 Only Full Members, whose Membership Fees are paid up to date in accordance with Rule 6.2 and who are not suspended or disqualified under this Constitution or Rules or the Official Guide, shall be eligible for election to the Executive Committee.
- 6) When and who conducts the AGM? 7.7 The outgoing Executive Committee shall conduct the Annual General Meeting. 7.8 The Executive Committee shall hold office until the conclusion of the following Annual General Meeting. 8.3 An Annual General Meeting shall be held at such time as shall be decided upon by the Executive Committee, but insofar as is practical shall be held before the end of November each year
- 7) What business is done at the AGM? 8.4 The following business shall be transacted at the Annual General Meeting: (a) Adoption of Standing Orders. (b) Minutes of previous Annual General Meeting. (c) Consideration of



the Annual Report submitted by the Secretary.(d) Consideration of the Financial Statements including the Report of the Accountant(s) or Auditor(s).(e) The Chairperson's Address.(f) Election of Officers and Members of the Executive Committee.(g) Notices of Motion.(h) Other Business

- 8) What is the correct procedure for calling an AGM?** 8.5 The Annual General meeting of the club shall be called in the following manner: 8.5.1 The Executive Committee shall decide upon a date, time and place for the meeting, allowing adequate time to meet the time limits set out hereunder. 8.5.2 Once the date of the Annual General Meeting has been fixed, the Secretary shall give at least twenty-eight days' notice in writing to the members of such date, at the same time inviting nominations for election to the Executive Committee for the following year and motions for consideration at the Annual General Meeting, also specifying that such nominations and motions shall be received by him by a date not less than twenty-one days prior to the date fixed for the meeting.
- 9) What must the Secretary send out to members 10 days before the AGM?** 8.5.3 The Secretary shall then, on or after the date specified for return to him of such Nominations and Motions, but so as to give the members ten days clear notice before the meeting, circulate to the members the following documentation: (a) Copy of the Agenda for the meeting. (b) Copy of the Annual Report of the Secretary. (c) Copy of the Financial Statements, including the Report of the Accountant(s) or Auditor(s). (d) Details of the Nominations for election to the Executive Committee. (e) Copies of any motions for consideration at the meeting.
- 10) How are committee positions filled?** 8.6 In the event of the number of Nominees for any particular Executive Committee position being equal to or less than the number of positions to be filled, such Nominees shall be declared elected, and any positions left unfilled, due to the lack of Nominees or Nominees withdrawing, shall be filled by the new Executive Committee, as soon as practical after the Annual General Meeting.
- 11) Who can vote at an AGM?** 9.1 Only Full Members, whose membership fees are paid up-to-date in accordance with Rule 6.2, and who are not suspended or disqualified under this Constitution and Rules or the Official Guide, shall be eligible to vote at a General Meeting.
- 12) What majority is required when electing officers 51% or 75%?** • 2 candidates – simply majority determines the outcome • 3 or more candidates – (a) Candidate that reaches quota* deemed elected (b) If no candidate reaches quota, candidate with the lowest number of votes, eliminated, and you vote again. *Quota – $50\% + 1$



Kilmaine claimed the Mayo GAA JFC title with a one point win over Kilmeena.
Photo: Mayo GAA.

- 13) What is the procedure where a position is not filled at the AGM?** 8.6 In the event of the number of Nominees for any particular Executive Committee position being equal to or less than the number of positions to be filled, such nominees shall be declared elected, and any positions left unfilled, due to the lack of nominees withdrawing, shall be filled by the new Executive Committee, as soon as practical after the Annual General Meeting.

Please see below links to supporting clubs plan around AGM's

[Organising a Club AGM](#)
[AGM Minutes Template](#)
[AGM Motion Template](#)
[AGM Nomination Template](#)

CLUB ACTIVITY CHECKLIST

THE following is a useful list of questions that your club can use in order to check that various initiatives, items and policies that should be in place in the club are present. It is a useful checklist that will help the club to identify areas that need attention.

Club Constitution

- Has the club adopted the Official GAA Club Constitution in accordance with Rule 3.5 of the Official Guide?

Club Structure

- Is the Club Executive Committee elected in accordance with rule 7.2 of the GAA Club Constitution?
- Does the club have the following sub-committees in place?

Finance Coaching & Games Development

- Is the Juvenile section run as a sub-committee of the Adult Club Executive Committee, i.e. a Club na nÓg Committee?



Club AGM

- Is the club AGM held before the end of November?
- Are members given 28 days' notice of the AGM in writing?
- Are members sent nomination forms for positions vacant on the Club Executive Committee and motion forms?
- Does the club ensure that only Full Members (members over 18 years of age who paid their Club fees) vote at the AGM in accordance with rule 9.1 of the Club Constitution?

Club Executive

- How many times a year does the Club Executive meet?
- Are the recorded minutes of each Club Executive meeting signed by the Chairman and Secretary once they have been adopted?
- Does the club keep a minute book containing signed minutes of Club Executive Committee meetings?

Code of Best Practice

- Has the club adopted the GAA Code of Best Practice for Youth Sport and the GAA Code of Behaviour?
- Has the club appointed a Children's Officer?
- Has Garda vetting been initiated and in place for all coaches and mentors involved with underage teams?

Club Property

- Is the Real Property owned by the club vested in the GAA with the trustees having signed the GAA Declaration of Trust?
- Has the club a record of the Trustees of the club's property and a copy of all vesting documents?

Club Policies

- Has the club developed a Health & Safety Statement/Risk Assessment?
- Has the club developed an Alcohol and Substance Abuse Policy?

Insurance

- Are all teams fielded by the club registered under the GAA Player Injury Scheme?
- Are all non-GAA activities taking place on club property covered in accordance with the 'GAA Block Hirers Policy'?
- Does the club ensure that only registered players participate in training sessions and/or games?

Club Planning

- Has the club developed a Club Plan for the next five years?

Games Development

- Is Go Games adopted as best practice in the club?
- Does the club hold or participate in a Cúl-Camp each summer?
- Is there a club-school link in place with the local primary and post-primary schools?

- Does the club have a Club Coaching and Games Officer?
- Does the club provide a regular programme of games for child and youth players by participating in 'Blitzes' with other clubs and organising internal 'Blitzes'?
- Are club coaches participating in GAA Coach Education Programmes?
- Are your club aware of the Mandatory Coaching standards set down for Club Management Teams --
-All Club Management teams will contain an Award 1 coach.
- All club 'HeadCoaches' will be qualified at Award 1 level.
- Are club coaches using GAA Coach Education resources, eg: GAA 'Fun-Do' pack?
- Does your club actively promote the Respect Initiative?

Communication, Club Image and PR

- Is the club using the GAA Email system?
- Are weekly club notes appearing in the local newspaper(s)?
- Does the club send a club newsletter to players and members?
- Does the club publish a yearbook?
- Has a history of the club been published?
- Has the club an informative and well-presented website that is updated regularly?
- Does the club have branded identity material i.e. Tracksuits, polo-shirts etc?
- Does the club ensure that all players playing in club games wear standard club colour socks and shorts?
- Does the club ensure that the club grounds and clubhouse are well presented, i.e. pitch lined, flags in positions, nets hanging, Tri-Colour Flying for games, clean bathroom facilities etc.?
- Does your club promote local initiatives to increase number of members taking part in games and cultural activities?

Finance

- Are all club payments made by cheque/electronic payment?
- Is all expenditure approved at Club Executive Meetings?
- Are all cheques signed by the Treasurer and co-signed by the Secretary or Chairman?
- Are receipts issued for all cash received where possible?
- Are all bank statements sent to another committee member, other than the signatories on the club cheque book account?
- Is the following included in the AGM financial report?
- Income
- Expenditure



Knockmore captain David McHale lifts the Moclair cup following their Mayo SFC final win over Breaffy. Photo: Eóin Noonan/Sportsfile

- Bank Balances with statements reconciled
- Balance sheet
- Does the Treasurer present an up-to-date and accurate account of finances to each Club Executive Committee meeting?
- Does the club prepare a financial budget each year setting out the financial goals for the year and the steps required to reach those goals?- Are the club accounts audited in accordance with Rule 11.5 of the Club Constitution?

Player Welfare

- Does the Club have a first aid kit that complies with Health and Safety Authorities Standards?- Does the club have a defibrillator(AED)?- Is there at least one mentor with each team with a basic first aid qualification?- Does the club have a stretcher with appropriate supports to assist in the treating of spinal injuries?

Club Planning

All clubs should have a club development plan that is reviewed on an annual basis. The advantage of having a plan is that the club is actively planning ahead for its future and all the members can see the direction that the club is taking. Developing a club plan also helps focus the club in terms of how the unit is structured and organised.

Planning ahead has never been more important in order to cater for this change and other changes in society, clubs need to plan ahead for the future.

The GAA has developed a Club Planning Programme, which is designed to assist clubs in the development of their club plan.

What is a Club Plan?

A club development plan is a simple document that outlines the following;

- Where are we now?
- Where are we going?
- How are we going to get there?
- Who is responsible for getting us there? It is developed when club officers and members undertake an analysis and examination of all club activity. They then decide on actions for their club and outline how these actions can be achieved. A good club plan is:
- Concise
- Well presented
- Practical
- Achievable

Most importantly a club plan will be developed by the club and for the club.

Why Plan?

- Planning can help your club to:
- Look objectively and honestly at the current position of the club.
- Clarify its purpose and status in the community
- Determine priorities for improvement and to cope with changes
- Agree the best method of delivery
- Monitor progress

Club planning is best achieved by thorough review and honest assessment by the club officers and members.

GAA Club Planning Programme

The GAA has designed a club planning programme to help clubs to develop their own plan. It provides a structured and simple process along with various aids to help in the development of the document.

How does the club planning programme work?

The program consists of ten steps, which is outlined in the 'club plan process' document. The first step for the club is to contact the County Development Officer and he/she will get the process underway. The main part of the Programme is the 'club planning workshop', where all members and community are invited to attend a workshop and share their views on the future of the club. It is important to encourage as many members as possible to participate in this workshop, which is facilitated by a trained facilitator.

Who is involved in the process of developing the plan?

Ideally the club planning process should involve as many interested participants in the club as possible. The



greater the numbers of members involved, the greater the rewards and the greater the buy in from the general membership. A club must involve as many as possible of the following groups of people:

- Players
- Officials
- Mentors
- Committee members
- Parents
- Supporters

A Club Plan Steering Group along with smaller Focus Groups are formed to help put the plan together.

Club Planning Process

- 1:** Club contacts County Development Officer
- 2:** County Development Officer sends club the 'Club Planning Pack'
 - Roadmap for process, timing etc.
 - Club Activity Checklist
 - Data gathering sheet
 - Club plan template
 - Guide on how to set up the club planning workshop
 - Guide on launching the plan
 - Guide on setting up the Steering Committee + Focus Groups
- 3:** County Development Officer appoints Facilitator
 - Facilitator contacts club and arranges first meeting
 - Club puts the Steering Committee in place
- 4:** Facilitator meets Club Plan Steering Committee
 - Discuss project plan and agree launch date
 - Discuss recruiting and role of Focus Groups
 - Planning for the club workshop + fix date
 - Planning for the launch
 - Discuss completing the Activity Checklist and Data Gathering sheet
- 5:** Club holds Planning Workshop
 - Facilitator facilitates the workshop
 - Feedback taken in workbooks - Make sure in advance that club has the correct set up in place (see guidelines in club plan pack)
 - People volunteer for Focus Groups
 - Workbooks with feedback given to chairperson of Focus Groups
- 6:** Focus Groups work on developing their ideas further
 - Focus Groups meet over the next two weeks using Focus Group guidelines relevant to their particular topic along with the workbooks with feedback from the Club Planning Workshop.
- 7:** Facilitator meets with Focus Groups and Steering Committee
 - Meet with Focus Groups and Steering Committee to finalise plan
 - All Focus Groups provide completed guideline document to plan Steering Committee:



Mayo's Andy Moran was the match-winner against Donegal.

Photo: Daire Brennan / SPORTSFILE

- 8:** Steering Committee finalises draft plan and emails to Facilitator
 - Steering Committee builds on recommendations of Focus Groups
 - Uses Club Activity Checklist and any other relevant documentation
- 9:** Plan finalised by Steering Committee
- 10:** Plan launched

Club Leadership Programme

The Club Leadership Development Programme (CLDP) provides learning opportunities to new and existing Club Officers in GAA, LGFA and Camogie Association Clubs to help them gain the knowledge and skills necessary to fulfil their roles.

The programme has been designed and is delivered by the GAA's National Officer Development Committee (NODC) chaired by Mr. Paddy Flood. It focusses on the practical aspects of the primary roles on a Club Executive, i.e. Chairperson, Secretary, Treasurer, PRO, Coaching Officer, Registrar and Irish Language and Culture Officers.

The NODC partners with the various functions in Croke Park, the Provincial Councils and County Development Officers to provide learning opportunities to Club Officers.

Over 6,000 Club Officers have participated in the programme since 2016 and for the first time in 2020, selected modules will also be offered to officers from LGFA and Camogie Clubs.

Club Officer Foundations

TITLE

Club Officer Foundations

CODE

DESCRIPTION



This module aims to provide new Club Officers with the basic information they need to get started in their roles.

CONTENT

This module covers:

1. An introduction to the GAA
2. An introduction to your volunteer role
3. An introduction to key policies and procedures
4. Getting started in your role

REGISTRATION

<https://learning.gaa.ie/lms/mod/scorm/view.php?id=86117> - <https://learning.gaa.ie/login>

Getting Started as Club Chairperson

TITLE

Getting Started as Club Chairperson

CODE

DESCRIPTION

This module aims to help new Club Chairpersons understand their role and responsibilities.

CONTENT

This module covers:

1. What a well-run Club looks like
2. Your role as Chairperson
3. How to make your Club better
4. How to get good people involved
5. Managing meetings
6. The Club Constitution
7. How to get support and information

REGISTRATION

See Calendar -

<https://learning.gaa.ie/OfficerTrainingCalendar>

Getting Started as Club Secretary

TITLE

Getting Started as Club Secretary

CODE

DESCRIPTION

This module aims to help new Club Secretaries understand their role and responsibilities.

CONTENT

This module covers:

1. Your role as Club Secretary
2. The qualities and skills needed by an effective Secretary
3. The key areas of Club administration
4. What is expected from Secretaries regarding meetings, communication and planning
5. Where to go for information

REGISTRATION

See Calendar -

<https://learning.gaa.ie/OfficerTrainingCalendar>

Finance and Governance for Club Treasurers

TITLE

Finance and Governance for Club Treasurers

CODE

DESCRIPTION



Mayo's Eoghan McLaughlin in full flight.

This module aims to help Club Treasurers understand their role and responsibilities regarding finance and governance. The module is also relevant for all Club Officers.

CONTENT

This module covers:

1. Your responsibilities as a Club Treasurer
2. The basic principles of financial management and governance
3. Keeping proper records and providing appropriate financial reports
4. Helping your Club to plan financially
5. Complying with revenue obligations
6. Assisting with income source generation
7. Club governance

REGISTRATION

See Calendar -

<https://learning.gaa.ie/OfficerTrainingCalendar>

Corporate Trustee Advice

TITLE

Corporate Trustee Advice

CODE

DESCRIPTION

This module aims to cover advice for Clubs on vesting property.

CONTENT

TBC

AUDIENCE

Treasurer
Chairperson
Secretary

Club Trustee

REGISTRATION

See Calendar -

<https://learning.gaa.ie/OfficerTrainingCalendar>



OPERATIONS PROCEDURES –

SECTION 4

COACHING



OUR aim is to create a coaching system which produces and supports the development of coaches and players; to take account of the different playing capacities that exist between children, youths and adults, and the competencies that a coach is required to display when working with each of these categories. Quality Coaching promotes fair play, builds social cohesion, self-esteem, and enhances health and well-being as well as supporting social and economic objectives.

Club School Link

DUE to the ever-increasing availability and accessibility of other sports and leisure activities, creating a **viable and sustainable link** with primary and post primary schools will become critical for GAA clubs. Most children attend main stream Primary and Post Primary school and going forward it is from this group of children that the future players, coaches and officers of our GAA clubs will come, therefore establishing strong club school links and encouraging these children to become club members is absolutely vital for the long-term sustainability of our clubs.

From our research we have discovered that club school links are operating in many forms around the Province, some very successful and some not so. Where a club school link is deemed to be working very well, we are not proposing that it be changed, however we will outline in the following proposal what we feel is a best practice model and a list of options which is by no means finite.

We propose that clubs appoint a “School Liaison Officer” (SLO) to work with all schools, Primary and Post Primary within their club catchment area. We would envisage this individual being an excellent **communicator and organiser, with no requirement to be a qualified coach**. The main focus for this role should be to keep the GAA ethos and activities to the fore in the school. We propose that the School Liaison Officer become a member of the club executive or the club coaching committee.

What are the benefits of forming a club school link for club, school and children?

CLUB

- More young people involved in the club
- Opening up club access to a wider community
- A familiar safe environment for children
- Develop the profile of the club
- Recruitment of new coaches/volunteers and create the environment to develop future coaches AND OFFICERS

SCHOOL

- Assistance with physical activity programme
- Community links
- Access to GAA facilities & resources
- Pathway formed for children to stay involved in sport

CHILDREN

- Helps make the transition from school to club easier
- Opportunity for player talent to be developed
- Promotion of a physically active lifestyle
- Variety of GAA games to choose from

Establishing a Club School link

1. Agree what the club expects from and is prepared to offer to the club school link. Appoint a “Schools Liaison Officer” (SLO) and make contact with all relevant stakeholders i.e. club coaching officer, schools, County games development personnel.
2. Meet with the school principal and teacher/s responsible for PE and establish what supports the school requires. Outline the club programme for child and youth grades e.g. Nursery, Go-games, Super games and the club vision for the link. Offer encouragement and support the school’s involvement in all GAA games development projects i.e. 5-star Centre, skills challenge, blitz, Cumann na mBunscoil competitions etc.
3. Establish and keep updated a club notice board and a calendar of up-coming club events in the school. Organise coaching blocks for the school in conjunction with the County coaching and Games development programme and provide, where possible, a club coach to conduct the coaching sessions.
4. Make the club grounds available to host school games and blitz. Assist the school in encouraging teachers to become qualified GAA coaches. Promote the club within the school by getting former pupils and current club players/volunteers to visit the school and meet with the children.
5. Support the school in its wider community activities. Communicate club information and opportunities to parents and children by distributing a club newsletter within the school. Keep in regular contact with the school.

Optional:

- Promote the Club School link in all local media and all club social media channels.
- Organise Go-Games/blitz programme between the schools in the club catchment area.
- Run a club open day in the club grounds for schools from the club catchment area.
- Provide officials for school's fixtures.
- Provide resources to the schools i.e. Footballs/Hurley's/Helmets etc.
- Organise parents to assist with transport to school blitz/games if required.
- Promote school activities/promotions/matches on club social media channels
- Recognise teachers promoting GAA within the schools and reward them.
- Have a club member on the school Board of Management



GAA 5 Star Centre

What is the GAA 5 Star Centre?

The GAA 5 Star initiative aims to support and recognise Primary Schools that provide pupils with 60 minutes of moderate to vigorous Gaelic Games activity per week in a manner that ensures the children will experience fun, friendship, fairness and ultimately improve their fitness. Recognition as a “GAA 5 Star Centre” is awarded to Primary Schools that undertake to deliver a programme of Gaelic Games activity that is age-appropriate and meets the developmental needs of children within the school. In order to receive recognition as a “GAA 5 Star Centre” a Primary School must provide for the flexible delivery of the following activities over the course of a school-year:

Who will deliver the activities at a GAA 5 Star Centre?

The activities will ideally be delivered by the Teacher/s in the school. Recognising that Teachers have different levels of competence and confidence when it comes to the organisation of Gaelic Games, the GAA's full-time Games Development personnel will act in a support capacity and will provide assistance, training and up-skilling to Teachers.

Why has the GAA 5 Star Centre been developed?

The GAA 5 Star Centre is a key initiative of the GAA's Play to Stay WeLL (Wellbeing & Lifelong Learning) Programme. The 5 Star Centre has been developed by the GAA's National Games Development Department for two reasons.

Firstly, the GAA 5 Star Centre is a means of encouraging and rewarding schools that provide pupils with 60 minutes of moderate to vigorous activity per week. This is important as it is currently estimated that 18% of Primary School pupils receive 60 minutes of moderate to vigorous activity per day and 1 in 9 Irish children are now classified as overweight (CSPPA, 2010).

Secondly, the GAA 5 Star Centre is a means of recognising the pivotal role that Primary Schools and Primary School Teachers have played in the promotion and development of Gaelic Games and Irish Cultural Heritage since the foundation of the GAA in 1884. Teachers have been hugely influential in the development of intrinsic motivation among primary school children and in providing them with the sense of competence, confidence and resilience, which benefits from and contributes to the development of effort and growth mind-set. This contributes in no small way to lifelong engagement with the promotion of community and sporting wellbeing.

How can your School become a GAA 5 Star Centre?

A Primary School can apply online to become a GAA 5 Star Centre. Applications for registration as a GAA 5 Star Centre will be accepted until July 31st for the following

school year. Applications will be a two-step process to include online registration and a planning meeting with a member full-time Games Development personnel.

What benefits does a GAA 5 Star Centre receive?

Becoming a GAA 5 Star Centre is optional. However, Primary Schools that do register as a GAA 5 Star Centre on an annual basis will benefit as follows

The School will be listed as an accredited GAA 5 Star Centre on the GAA website and will receive a GAA 5 Star Flag for display in the School;

The planning and preparation for the delivery of the GAA 5 Star Centre will contribute to the usage of Croke Park Hours as per DES Circular 0042/2016;

The School will receive discounted access to the Teacher Summer Courses, GAA Coach Education Courses and the GAA Games Development Coaching Conference;

The School will be entered into an annual draw to win one of a number of prizes with an overall value of €20,000 including:

- Equipment vouchers;
- class trips to Croke Park for a Museum & Stadium Tour;
- GAA Fun & Run equipment packs;
- sets of leisure gear for the Teachers in the School;
- a school-visit from a GAA 5 Star Centre Ambassador (current Inter-County player);
- Sports Days in the National Games Development Centre in Abbotstown.

After three year's consecutive participation as a GAA 5 Star Centre, the School will be listed as a recipient of the GAA WeLL-Mark (WeLL: Well-being & Lifelong Learning). The WeLL-Mark serves to recognise those Schools that are actively promoting Wellbeing & Lifelong Learning through Gaelic Games on a self-sufficient and sustainable basis. Recipient Schools will be invited to a Gala Awards Ceremony.

Provincial Policy

1. Increase participation
2. Optimise playing standards
3. Support healthy and active communities

1. Increasing Participation

Gaelic Games afford individuals the opportunity to develop their physical, psychological and social skills through their involvement in games and competitions which are organised across a range of ages and grades at parish/club, divisional, county, provincial, national and international level, and through various educational bodies at Primary, Post-Primary and Third Level. There are in excess of 20,000 underage and adult club teams affiliated to play hurling and football. The Association aims to increase participation by



providing appropriate opportunities for play to all players. This involves identifying the different needs of players whether they are children, youths or adults and structuring the opportunities for play that we provide around those needs.

The focus of the Connacht GAA Coaching & Games Development Strategy is to provide games for everybody. By 2020 we will be able to say: “Every player in the country has the opportunity to play meaningful games in an informal, safe and enjoyable environment.”

2. Optimise playing Standards

Playing facilities (currently valued at €6 billion) have been developed, by units of the Association, in almost every community in Ireland. The provision of playing facilities has, for the most part, been self-funded by generations of volunteers.

The Association aims to optimise playing standards by supplementing appropriate playing opportunities with appropriate skill development opportunities for players at each stage of their development. This is achieved again by identifying the different needs of players whether they are children, youths or adults and structuring the skill development opportunities we provide around those needs. Central to this is ensuring that every player is coached by a person qualified to the appropriate level.

3. Support Healthy & Active Communities

The GAA is the dominant sports organisation for which people volunteer, accounting for over 40 per cent of those who volunteer for sports. (Social and Economic Value of Sport in Ireland; Economic and Social Research Institute, 2005). The GAA is also unique among Irish sports organisations in that club members are a good deal more numerous than players, a feature accounted for by its exceptional network of local clubs. The GAA also has a relatively even spread of membership by age and social class and, while weighted towards men, is the second highest membership sport among women. (Social and Economic Value of Sport in Ireland; Economic and Social Research Institute, 2005).

The Association aims to support healthy and active communities by striving to make them as self-sufficient as possible, through the recruitment and training of volunteers to fill the variety of roles and fulfil the variety of functions that support participation and performance in an inclusive and united manner.

The Connacht GAA Coaching & Games Development Strategy is implemented through the GAA Grassroots to National Programme (GNP).

‘Excellence is a simple by-product of an effective sports system’

Grassroots to National Programme

The Association, as a key service provider, is committed to maintaining a vibrant contribution to life-long involvement in sport and physical activity through the implementation of the GAA Grassroots to National Programme (GNP). This will also serve as a basis to maximise involvement in Gaelic Games and optimise playing standards.

This programme is underpinned by the principles of fair play, an understanding of the inevitability of success and failure, and a recognition that increased effort and incremental improvement are required if players are to achieve their full potential. It will also focus increased attention on:

- Providing attractive alternatives to sedentary lifestyles
- Supplementing the work of voluntary officials
- Increasing involvement in urban and/or non-traditional playing areas
- Providing a blueprint for sports development in an international context – the constructs which underpin this programme can be applied on a universal basis.

OTú Games Development Model

The OTú Games Development Model provides a framework for ensuring that the principles which underpin the GNP are delivered on an integrated basis and in a holistic manner. The following core elements give practical expression to this:

1. Pathway to Elite Performance (PEP)
2. Skill Through Effort Project (STEP) and
3. Coach, Administrator, Referee Education (CARE) with provision for Applied Lifelong Learning (ALL)

Coach

The coach has a central role in the development of the GAA player. Coaches assist players in developing to their potential - whatever that maybe. The challenge for the coach is to create the right conditions for learning to happen and to empower the player to develop him/herself to reach their potential.

This section will cover topics for a range of people - from those who would like to become a coach to experienced coaches who are looking to develop their coaching and sports science knowledge.

Coaching information is provided for coaches of children, youths and adults. This is to recognise the many differences that coaches are faced with when coaching each of these age and development stages. Much of the information on the art of coaching will apply across the three stages, but differences in technical, tactical and team play development as well as physical and psychological areas are dealt with according to the stage of development.

As part of the **Connacht GAA Coaching Committee Action Plan** the following have been identified as a number of targets:



Annual County Games Plan

In accordance with national policy, we will develop an annual Games Development Plan linked to National Games Development Grassroots to National Programme (GNP) objectives. This will be submitted to the Provincial Games Manager and to Croke Park.

Focus on participation in clubs and schools

Modified small-sided games, known as 'Go Games', has been adopted as best practice up to and including 12 years of age. This will mean that all children under 12 will get meaningful playing time to develop the skills of our games in a challenging and fun environment.

Harmonise games development

We will harmonise games development and fixtures up to and including minor level to ensure a more balanced games programme is in place for all our players.

Player Pathway

We will implement the GAA players' and games pathway from child to adult. It will promote full participation and encourage players to take part in our games in the long term.

Code of Best Practice

We will roll out the GAA's Code of Best Practice for Youth Sport, incorporating a code of conduct that shows respect for fellow players, mentors and match officials. Best Practice will also be developed in the recruitment and selection of those working with our underage players. This will comply with the appropriate legislation requirements and guidelines in jurisdictions in which we operate.

Respect Initiative

We will roll out the GAA Respect Initiative which promotes respect and discipline for players towards Match Officials and each other.

Qualified Coaches

We will meet the national coach education targets to make sure every player is coached by a person qualified to the appropriate level.

Recreational Games

We will roll out the GAA recreational games for youth and adult players.

Schools

We will work with groups within primary, post-primary and third-level educational areas to ensure their fixtures programmes are balanced with the programmes of other GAA units. We will meet the targets as set out in the Nationals Schools Development Plan to assist in the further development of Gaelic Games in second level schools and colleges.

Club-School link

We will ensure that each club has a link established with each school in their locality in order to promote the club in the school and promote the development of our games.

Club Coaching Officer

We will promote each club appointing its own Club Coaching Officer whose main role will be to promote Best Practice in coaching and games development in the club.

Games Managers

Within the province of each county has a games manager responsible for the promotion of all aspects of Gaelic games within that county and manage the staff working for the county board and provincial council within each county. The provincial games manager promotes and oversees the objectives and policies of the GAA nationally and provincially and ensures that they are carried out to the betterment of the association as a whole.

Contact: Billy.mcnicholas.gm.mayo@gaa.ie

Club Coaching Structure

The club coaching structure should work in the following way

1. Club Coaching Committee

(Consisting of the Club Coaching Officer and one member of each team, U-8 to Senior)

2. Coaching Officer

(He/she relays information from the County Games Manager and County Coaching Committee to the club, see role of the Coaching Officer)

3. Club Coaches

(Coach the various teams in the club)

The Club Coaching Committee will promote Best Practice and agree on a programme/structure for the club under the following headings:

1. Nursery Programme

- Fundamentals coaching for U-6 age group
- Training of coaches/parents in fundamentals area
- Creation of a 40 minute Fun Do Coaching Sessions for this age group
- Organise the required gear, equipment and facilities

2. Go Games programme for Club and Local Primary Schools

- Programme of games in line with the County for U-8/9/10/11/12 children
- Programme of Coaching for U-8/9/10/11/12 children (i.e. skills to be coached, number of coaches etc)
- Skills programme for these age groups
- Coaching in Primary Schools in line with the County Coaching & Games Programme



- Club/school link (club information to school)
- Organise the required gear, equipment and facilities

3. Super Touch Programme for Club

- Programme of games for U-13/14/15/16/17/18 players in line with Coiste na nÓg fixtures programme, (i.e. blitzes, challenge games, etc).
- Programme of Coaching for U-13/14/15/16/17/18 players (ie: skills to be coached, quality of coaching, number of coaches, etc)
- Skills programme for these age groups
- Club/school link (club information to school, follow up and monitor players participating in the schools)
- Organise the required gear, equipment and facilities

4. Skills Awards Programme for players in the club

- Initiate a Players Award Scheme
- Allow players to exhibit their skills at half time of Club League games

5. Respect Initiative

- Promote the GAA's Respect initiative among players, parents and club members

6. Cúl Camps

- Promotion of the Cúl Camp programme within the club
- Appoint a Co-ordinator of the camp if the club is hosting a Cúl Camp
- Liaise with the County Coaching & Games Committee on the requirements and organisation of a camp.
- Organise the required Gear, equipment and facilities

7. Development Squads

- Support and educate players that are selected on County Development Squads
- Assessment of players progress within squads
- Promotion of Development squads among parents

8. Coach Education

- Ensure all coaches hold the required GAA Coach Education Qualifications
- Establish what qualifications coaches need at each age group
- Ensure all coaches are Garda Vetted and have attended a Code of Best Practice Course
- Set out a Code of Conduct for Players, Parents, Coaches and Club Officials
- Establish a Coaching Pathway within the club, (Juvenile to Adult and Club to County)
- Host Coaching Workshops to assist coaches in developing their skills

9. Referee Education

- Promote refereeing with the club and encourage players to participate on the Go Games Referee Programme.
- Host workshops with young players on the playing rules of the game.

10. Recreational Game

- Promote the GAA Recreational games in the club particularly among parents and former players

11. Club Fun Day

- Promote a Club Fun Day/Club Open day to involve all members of the club/area to encourage greater involvement in the club and to promote the activities of the club.

It's important that the structures you put in place are related to your club and how it wants to move forward over the coming years. The Coaching Committee Group should have a vision, be committed, have perspective, and at all times create an environment which is welcoming, safe and enjoyable to participate in.

Club Coaching Officer

Role description: The overall role of the Club Coaching Officer is to ensure that County Coaching & Games Development Activities are implemented in line with your County Board and GAA Policy and Development Plan. They should be chairperson of their Club Coaching & Games Steering Committee, and take part in the County Coaching and Games Steering Committee.

Reports- accountable to: Chairperson/County Executive Board

Liaise - With: County Games Development Officers, Club Project Officers

Responsibilities:

1. Work as part of a team along with the Club Executive and other Club Officers, team mentors and the various sub committees in the Club.
2. To liaise with the County Coaching and Games team on the Annual County Games Development Plan, and the club project officers involving the provision of;
 - i. Child and Youth Games Opportunities (Go Games, Super Games Centres, Feiles, Youth tournaments, Underage leagues and championships).
 - ii. Learning and Development (Best Practice with regard to Foundation and Level 1 Coaching qualification courses)
 - iii. Talent Academies (County Development Squads)
 - iv. Camps (Summer, Easter and Hallowe'en).
 - v. Hurling and Football Development Initiatives.
 - vi. School Initiatives (Primary/ Secondary School Link)
3. To coordinate the County Development team Coaching Clinics with your club.
4. Oversee the appointment of head coaches and assistant coaches for the year.
5. Manage and distribute club coaching resources and material (Online coaching videos and physical material. County Coaching Conferences/ workshops in your area).
6. Promotion of the RESPECT Initiative (Responsible, Encouraging, Supportive, Positive, Enabling, Considerate, Tolerant).



Football Academy Policy Document 2020-2022

1.1 INTRODUCTION

The Mayo GAA Gaelic Football Academy Policy, describe the operating procedures that govern the Mayo GAA Gaelic Football Academy. The Mayo GAA Academy refers to development teams that represent the clubs of Mayo GAA in Gaelic football across the following age grades; Under (U)14, U- 15, U-16, U-17, U-20 & Junior (older than the U-20 age group).

The Mayo GAA Gaelic Football Academy Policy document content was formulated by a Mayo GAA working group based on feedback from representatives of the Mayo GAA Executive Committee, Divisional Board Officers, Officers of Mayo GAA Bord na Oig, Connacht and Mayo GAA Coaching Staff, the Academy Manager, Academy Team managers and Club representatives respectively.

These teams are governed by the Mayo GAA County Board using the structure of the County Coaching Plan as distributed from the governing body of the GAA in Croke Park.

There are 6 areas to the County Coaching Plan:

- i. Games opportunities for child (Up to 12 years of age)
- ii. Games opportunities for youth (12-18 years)
- iii. Schools
- iv. Cúl Camps
- v. Coach Education
- vi. Talent Academies.

Mayo GAA Gaelic Football development teams come under the domain of Talent Academies as per the County Coaching Plan. See figure 1 below.



Figure 1.1 Structure of County Coaching Plan

2.1 IMS & OBJECTIVES

The aim of this 3 year policy document is to outline, in a transparent manner, the structures that govern and the operational policies that support the Mayo GAA Academy to Mayo GAA clubs. These include;

- Academy Mission Statement, Vision & Guiding Principles
- Academy governance, structure & ethics

- Coach Entry Process & Required Standards
- Player Entry & Release Process
- Communication Policies
- Training, Competition & Player Injury
- Clubs, Schools & County Representation
- Financial Support
- Associated support services for players, coaches and / or clubs.

3.1 ACADEMY MISSION STATEMENT:

The Mayo GAA Academy seeks to develop the skills of Gaelic Football through maturing coaches & players to their highest potential. This was developed following a series of meetings with representatives from Mayo GAA clubs, Mayo GAA Coaching Staff, Mayo GAA Executive committee and members of Mayo GAA county board.

3.2 Vision

Through the collaboration of all stakeholders, the Mayo GAA Academy will provide an open, transparent and supportive learning environment for all Academy members. This environment will consist of a mixed model of volunteer coaches, professional GAA staff, county board administrators, Clubs, schools, players & parents.

3.3 Academy Guiding Principles

1. **Academy Reputation** – Every manager, coach and administrator will act positively and in a manner that increases the public's understanding and appreciation of our Academy approach and methodology to coaching and holistically developing the next generation of Mayo Footballers.
2. **Continued Self Improvement** – All managers and coaches accepts the need to develop and enhance their experience, knowledge, capability and competence on a continuous basis, through further educating themselves along the coaching pathway.
3. **Maintaining Standards** – All managers and coaches have a responsibility to apply high ethical standards and best practices in the provision of their coaching content and the associated behaviours in delivering that content. We are always open, honest and transparent about our coaching methodology and techniques used.
4. **Player Centred** – Every player in the Mayo GAA Academy is unique and valued. They will enter the academy with a certain level of skill, creativity and adaptability. The role of the Mayo GAA Academy manager and coach is to further enhance, develop and nurture this ability and creativity, in a way that helps the player to become the best version of themselves while also complementing his team.
5. **Diversity and inclusion** – Academy Managers and coaches are expected to embrace and live the principle of diversity and inclusion while working within our academy, through our actions and behaviours with other coaches, administrators and our development panel members.



- 6. Boundary Management** – Each coach and manager will recognise their own limitations and competencies and the need to exercise boundary management with other coaches and managers. This is a prerequisite in order to be respectful and create an open, learning and collaborative working environment.
- 7. Confidentiality** – Sensitive information pertaining to players and other members of the academy is always dealt with in a fair and ethical manner that supports and protects the individual or player in question.
- 8. Academy Personal Pledge** – Each Academy Manager, Coach and Administrator will undertake to abide by the above code of ethics and principles while working and coaching within the Academy. Those who are observed to consistently disregard our principles, code of ethic and associated moral behaviours will be removed from the academy set up.

4. GOVERNANCE & TEAM STRUCTURES

4.1 Mayo GAA Bylaws

The Mayo GAA academy teams are governed under section 4.4 of the Mayo GAA bylaws.

“The county coaching and games development committee shall consist of the County Coaching Officer, who shall act as chairperson, the County Games Development manager who shall act as Secretary, a representative of each of the following: Post Primary, Third level schools, the hurling sub-committee, handball and three members selected by the county committee. It shall be responsible for the promotion, expansion and development of Gaelic Games within the county. It shall also be responsible for the monitoring of the work plans of the GPO's”.

4.2 County Coaching Plan

The county coaching plan is generic template provided by Croke Park to provide structure for coaching and games development in each county. Each county then has the opportunity to shape the plan to its own requirements. The plan covers 6 areas outlined below with talent academies under section 5.

Overview of the County Games Development Planning Template 2019

Every County Games Development Manager is requested to complete and submit a County Games Development Plan to the National Games Development Department for review by January, 2022.

The County Games Development Plan must be drafted by the County Games Development Steering Group (County Games Manager, County Coaching Officer, County Treasurer, County Secretary and County Chairperson). All parties must sign off on the document (see Statement of Games Development Priorities) or be cc'd on the submission of a soft copy via email.

The template is structured as follows:

- ❖ Baseline Data 2021

- ❖ Statement of Games Development Priorities 2021
- ❖ Area 1 – Games Opportunities (Child)
 - Planned Participation, SWOT analysis and Operations Plan
- ❖ Area 2 – Games Opportunities (Youth)
 - Planned Participation, SWOT analysis and Operations Plan
- ❖ Area 3 – School Initiatives
 - Planned Participation, SWOT analysis and Operations Plan
- ❖ Area 4 – Camps
 - Planned Participation, SWOT analysis and Operations Plan
- ❖ Area 5 – Talent Academies
 - Planned Participation, SWOT analysis and Operations Plan
- ❖ Area 6 – Learning & Development
 - Planned Participation, SWOT analysis and Operations Plan
- ❖ Hurling Development Initiatives 2022
- ❖ Football Development Initiatives 2022
- ❖ Urban/Rural Development Initiatives 2022

To assist the team to complete the template certain activities have already been quantified in the template but – unless otherwise stated in the ‘Outcome’ column – it is for the County Games Development Team to identify expected outcomes, i.e.: targets/objectives. The template also affords the team an opportunity to include activities which they believe are of relevance within the key project areas.

4.3 Games Development Prioritises

The Academy will be running at regional and county level. Mayo GAA coaching staff will head up the regions, assisted by volunteer coaches, while also working as part of a mixed-model backroom team at inter- county level.

More past players are being recruited to help at academy level and new coaches will go through a process of upskilling, on the GAA coach education ladder.

Mayo Academy teams plan to take part in U14, U15 and U16 competitions on the National Academy and provincial days with 2 teams at U14, 2 at U15 and 2 at U16. Our minor (U17), Under 20 and Junior teams will compete in provincial and national championships. *(See Table next page - Area 5 Talent Academies - Football Squads)*

4.4 Academy Ethics

Mayo GAA Academy Managers, Coaches and Administrators will understand the value and importance of ethical practices, engage in ethical behavior, abide by our codes of conduct affiliated with our Academy model and coaching approach. We will endeavor to be the custodians of ethical values and behaviors in our Academy program.



AREA 5 – TALENT ACADEMIES					
Football Squads					
Age Group	Proposed No. of Squads	Proposed No of Participants per Squad	Proposed No of Participants per Squad	Proposed No of Games per Squad (as per policy)	Proposed No of Training Sessions per Squad (as per policy)
U-14	4 REGIONAL SQUADS, plus 2 COUNTY SQUADS	25 to 30 PER SQUAD	25 to 30 PER SQUAD	NATIONAL CROSS PROVINCIAL DAYS (5) PLUS THE CONNACHT SEAN PURCELL DAYS (2)	1 PER WEEK (Saturday)
U-15	2 SQUADS, MAYO RED, MAYO GREEN	28 PER SQUAD	28 PER SQUAD	NATIONAL CROSS PROVINCIAL DAYS (5) PLUS THE CONNACHT DERMOT EARLEY DAYS (2)	1 PER WEEK (Sunday)
U-16	2 SQUADS, MAYO RED, MAYO GREEN	28 PER SQUAD	28 PER SQUAD	NATIONAL CROSS PROVINCIAL DAYS (5) PLUS THE CONNACHT TED WEBB DAYS (3)	1 PER WEEK (Saturday)

To meet the outlined responsibilities all Academy managers, coaches and administrators are expected to practice the following.

Ethical Guide for Manager and Coaches

1. Do no harm: Do not cause needless harm or injury to others while carrying out your duties
2. Duty of Care: Act in ways that promotes the welfare of other people within the academy
3. Know your limits: Practice within the scope of your competence
4. Respect each other: We always treat each other with respect
5. Respect the law: We do not break the law

4.5 Academy Values

Within our Academy we believe that our values are the foundation stones that influence our behaviours and attitudes, which ultimately shape our culture and serve as a broad guideline in how we approach all situations. Each of the following values is a cornerstone of our Academy Structure.

Honesty	Education	Accountability
Respect	Diversity/inclusion	Confidentiality
Humility	Positivity	Team Work

5. ACADEMY ENTRY REQUIREMENTS

5.1 Coach Entry Requirements

All coaches with academy squads at regional and inter-county levels are required to have attained, as a minimum entry requirement;

1. Garda Vetting (<https://www.gaa.ie/the-gaa/child-welfare-and-protection/vetting>)
2. Foundation Level GAA Coaching Award (<https://learning.gaa.ie/Foundation>)
3. Child-safeguarding award (<https://www.gaa.ie/the-gaa/child-welfare-and-protection>)
4. Furthermore each Academy Team is required to have at least one coach who has attained a GAA

Award Level 2 coaching qualification (<https://learning.gaa.ie/Award2>).

5.2 Academy Coaching Approach & Standards

- Develop and enact a Player centered coaching philosophy – Academy coaches will focus on the development of the whole person and will prioritise opportunities for development over winning. Academy coaches will provide opportunities for all players to reach their full potential within the sport.
- Use long-term athlete development with the intent to develop athletic potential, enhance physical literacy, and encourage lifelong physical activity - Academy coaches understand and implement developmentally appropriate principles associated with long-term athlete development (e.g. Bali model)
- Create a unified vision using strategic planning and goal-setting principles - Academy Managers and coaches create and implement goals important to the physical, behavioural and social development of the Player. The goals are aligned with the overall academy program vision, coaching philosophy, and long-term athlete development policy.
- Align program with all rules and regulations and the needs of the wider Academy stake holder group - Managers and coaches follow the applicable regional and county rules and regulations to ensure that our programs are complying, and we are eligible to compete. Managers and Coaches and administrators also align the program with the needs of our clubs and individual Players.
- Management of program resources - Academy Managers, coaches and administrators must manage program resources in a frugal and responsible manner. We showcase an understanding of fiscal and facility management



COLLISION: Michael Murphy of Donegal in action against Mayo's Colm Boyle. Photo: Daire Brennan / SPORTSFILE

specific to our Academy program and the demands and challenges placed upon the model.

5.3 The Team Manager

The Mayo GAA Academy team manager is a leader and a catalyst, causing things to happen for other people and stimulating the development of his coaching team and players through nurturing a climate of trust, respect and shared ownership. To achieve this, the Academy team manager will take on a number of different roles that may include some or all of the following:

- Planner
- Organiser
- Administrator
- Co-ordinator
- Negotiator
- Communicator
- Financial manager
- Motivator
- Guardian of the code of conduct
- Ambassador for your team and the wider Academy

5.4 Key Responsibilities of Academy Team Manager

The responsibilities of the Academy team manager are many and varied and include the following:

- Providing a safe environment for coaches and players
- Encouraging and promoting fair play
- Being sympathetic to the needs and concerns of team members, particularly those who may need additional support
- Build relationships throughout the Academy and with external bodies and other key stakeholders.
- Being knowledgeable about your sport and the rules of competition
- Providing effective and timely communication to all relevant organisations and individuals with a special focus on communication to Mayo GAA clubs.
- Help develop coaches so that they improve and perform to the best of their potential and are consequently able to run sessions in the absence of the manager
- Develop and maximise the potential of the players that they work with
- Provide clarity regarding expectations, regular feedback and appropriate support to enable strong performance from their players and coaching staff.
- Aligning the right coaches in the right roles in relation to their skill set and strengths
- Undertake self-development to ensure knowledge in relation to all aspect of management, coaching and coach development is up-to-date, forward thinking & in line with recent evidence-based practices in the sport.
- Team manager may occasionally takes training to maintain 'hands on' competence
- Ensure the Academy's Coaching Curriculum is consistently delivered in line with the Academy's Playing Philosophy and Coaching Philosophy
- Contribute to the development of a collaborative learning environment where people take responsibility for their own development, feel able to learn from their mistakes and have opportunity to experiment outside of their comfort zone

5.5 The Guiding Principles for Academy Coach

- We inspire and motivate our players while coaching in a positive and enthusiastic way, which builds self-confidence and team spirit
- We encourage our young players to have the courage to express themselves
- We allow our players to make their own decisions on the pitch as they see the play develop - (we do not over coach)
- As coaches we accept that mistakes are part of learning and the development phase of young players
- We focus on the developmental aspects of the



game (when attacking – defending and in transition) rather than on winning games

- We set developmental goals on what we want to achieve with our players (e.g. “Today we will work on attacking play”)
- We encourage our players to show respect to our opponents and match officials and to play within the rules of the game
- We engage our players during sessions by asking questions and discussing ideas, which helps develop self-awareness both on and off the field of play.
- We encourage team work and collaboration throughout our sessions
- We encourage club coaches to attend inter-county training sessions and games

5.6 Key Responsibilities of Mayo GAA Academy Coach

- Provide a high standard of coaching & education to their respective age group in line with the Mayo GAA Academy coaching philosophy and methodology.
- To ensure that all Academy players adhere to the Mayo GAA Academy Values and show a high level of respect and discipline.
- To adhere to the Coaches Code of Conduct outlined by the Mayo GAA Academy.
- To assist players to set individual short and long term goals to create Individual Action Plans for all players
- To maintain coaching and games program records on behalf of the Mayo GAA Academy for each session throughout the season.
- To complete player progress reports to aid the development of the player
- To attend parents evening education session
- To develop and maintain a professional relationship with the parents of the Mayo GAA Academy players in the program.
- Complete Continuous Professional Development to maintain coaching qualifications and upskill in coaching education.
- To develop a personal Coach Development Plan in line with Mayo GAA Academy Coach Competency Framework
- To attend coach education days as instructed
- To support the development and education of academy players in a holistic manner in relation healthy lifestyle, diet, drug awareness and education.
- To take responsibility for the care and maintenance of all age group training equipment and playing kit.
- To assess trialists at both training and games and provide feedback to the Lead Coach/Manager.

- To assist with sport science input where required at training sessions.
- To attend tournaments/challenge games and trips when requested by the team manager.
- To abide by all Mayo GAA Academy policies including (but not exclusive to) Child Safeguarding, Garda Vetting and required coaching certification (e.g. Foundation Coaching, Level 1 & Level 2).

6. ACADEMY PLAYERS

6.1 Entry Process

Players are selected to represent Mayo GAA Academy teams via a process of being a member and playing for one's club. Players who are not members and who do not play club & school football will not be considered for Mayo GAA Academy teams.

Clubs are then requested, via the Club Coaching Officer, to forward players to the Games Development Officer for regional trials and training. Regions will train once a week and for no longer than 6 weeks to prepare for a County Cup competition involving North, South, East and West Mayo regions.

Regional squads will contain no more than 25 players so that all players representing a region are given sufficient game time in the County cup to allow an equitable chance of selection. The management of Academy teams reserves the right to add a player to a squad who did not play in the County Cup due to injury, illness or personal circumstances.

Players selected for an academy squad will be informed via email to the player's parents if the player is under 18 years of age in the year of selection and email directly to the player if the players is over 18 years of age in the year of selection.

6.2 Academy Player Release Process

A vital building block for player development is to deal with success and adversity in equal measure. To help players, parents, academy coaches and clubs the following process will be adhered to regarding the release of players from academy squads.

Players who are under 18 years of age and who do not make the initial academy squad selected will be informed via an email to the player's parents.

All parents and players who are not selected will then be afforded the opportunity to speak to the relevant academy team manager to attain greater feedback on non-selection.

Players who are over 18 years of age and who do not make the initial academy squad selected will be informed directly via an email and / or via consultation with the team manager.

Furthermore, the management of Academy teams reserves the right to release a player back to his club due



to personal circumstances, if the player suffers a loss of form or who fails to attend a significant amount of development squad sessions. Academy team managements reserve the right to reintroduce a player back into an academy squad if a player's form improves or if personal circumstances change.

6.3 Training & Competition

One game focused training session will take place once per week for the U14, U15, U16 & Junior squads. More than one session per week will occur for the U17 and U20 squads.

For the U14, U15, U16 and Junior squads, this is designed so as to not compete with club representation. Playing for one's club will take precedence over academy squad training; however we would respectfully suggest to clubs that academy training will take precedence over club training for those players involved on academy squads.

While mindful of player welfare, under no circumstances are Mayo Academy players instructed not to play for their club and/or other sports. However, players and parents are respectfully reminded of the dangers of overload when playing on multiple teams.

6.4 Player Injury

Mayo GAA Academy has a strong commitment to player welfare and will refer any player who suffers an injury at a Mayo training session or game to its Medical Director and Lead Physiotherapist for pathway management. Mayo GAA will not be liable to cover medical expenses for players who pick up an injury playing with their club or by participating in another sport. Furthermore players and parents are encouraged to report any injuries prior to training and or competition with Academy teams.

6.5 Clubs, Schools & County Representation

Academy players up to U20 grade are likely to play on multiple teams and many try to combine club, school and academy representation.

This is extremely challenging for players, coaches, administrators and parents. As each situation is unique, players and/or player's parents would be encouraged to inform the Academy team Manager of the commitment's involved so that appropriate proactive scheduling and load management can occur.

Clubs and schools need to be mindful too of how changes to agreed fixtures could affect even the best laid plans.

7. COMMUNICATION

7.1 Communication Channels

Mayo GAA Academy has an open transparent communication policy to all stakeholders in Mayo GAA. The policy, contained in this document, will be forwarded to all clubs from the Secretary of Mayo GAA and released through the official media channels to our supporters via Mayo GAA PRO.

Email will be the primary communication medium and this will be used to notify clubs and players of Regional and County Trials as well as selection for and release from academy panels.

Players who are under 18 years of age will not be contacted directly by team managers or coaches. Communication will be via the parents and or guardians.



Jason Doherty keeps the ball in tight confines.

Photo: Brendan Moran / SPORTSFILE





OPERATIONS PROCEDURES -

SECTION 5

CCC MAYO



Mayo CCC Terms of Reference 2021

- The Mayo County Competitions Control Committee operates under Bye Law 4(ii) of the Mayo GAA Bye Laws 2021.
- Confidentiality – what is decided by the CCC remains confidential until released to all Clubs in the County.
- No Club Bias – all members are working for all of the clubs within Mayo GAA
- All members participate – No one dominates
- All ideas are valid
- Respect for all members around the table
- Seek common ground and understanding
- Share the work
- Stay focused on agenda
- Be specific
- Value constructive feedback
- Stay open to new ideas, ways of thinking
- No blaming/judgements
- All members opinions noted
- Etiquette regarding attendance/apologies – no proxies to attend meetings
- Mobile phones switched off or on silent
- One speaker at a time – through the Chair
- Be Positive
- All members review/feedback at end of meeting.

Mayo GAA League Rules and Regulations 2021

GAA "Give Respect - Get Respect" initiative

Mayo Central Competition Controls Committee (CCC) is mindful of the GAA Give Respect Get Respect campaign and has drawn up 2021 regulations for the benefit of all stakeholders-players referees, team management, officials, media, members and spectators.

All Stakeholders are expected to adhere to the GAA Respect initiative, "Give Respect - Get Respect". This programme seeks to ensure that Gaelic Games are promoted and played in a positive, fair and enjoyable manner where players, coaches, spectators and referees, "Give Respect - Get Respect" from each other.

Referees: To be welcomed to the GAA Club.

Before the Game: Players to shake hands with their opposing player

Players: Play by the rules and take responsibility for their own behaviour whilst respecting opposition, Referees and officials

Referees: communicate decisions to players in an effective manner

After the Game: Players to shake hands with the referee, opposing players and coaches

Supporters: Remain in designated areas at the side of the pitch/in the stand for the full duration of each game. Always respect the match officials' officials and encourage children to do likewise.

Mayo GAA League Rules and Regulations 2021

1. Venues

- a. The first named team has home venue

2. Referees

- a. Where the appointed referee fails to turn up, the travelling team may select a recognised referee from within Mayo GAA referee panel agreed by the CCC. If they are unable to do so, then the home club may select a recognised county referee. If no county referee is available, the match shall not take place.

3. Postponements:

- a. The County Competitions Control Committee must sanction mutual postponements.
 - b. Postponements will not be granted, except by mutual agreement between the two clubs involved.
 - c. The agreed new date must be **within 16 days of the original fixture** and the runai must be notified on or before the date of original fixture when this fixture will take place. Both Clubs must notify the Runai-Coiste Chontae Mhaigh Eo\Secretary Mayo **using enclosed Postponement Form Appendix 2**. If the runai does not have this information on enclosed Postponement Form (**Appendix 2**) the game will be null and void with the loss of points and a fine of €250 will be imposed on both clubs.
 - d. If a team cancels a game without agreement with the opposing club, Runai-Coiste Chontae Mhaigh Eo /Secretary Mayo must be informed in writing of cancellation on enclosed Postponement Form (**Appendix 2**) on or before the date of fixture **by the opposing club indicating that no agreement was reached on cancellation or new date. If runai not notified section 3(C) will be invoked.**
 - e. Points will be awarded to opposing club if the opposing club have fulfilled their requirement on this standardised Postponement Form as outlined in 3(E).
 - f. CCC will appoint an overseer who will review all fixtures at the end of each week and report all findings including fixtures unfulfilled and documentation received, CCC will subsequently review nominated fixtures and rule on findings, clubs will be notified of decisions where applicable by Runai Coiste Chontae Mhaigh Eo.
4. Any games re fixed by the county CCC cannot be postponed by mutual agreement. No postponements will be allowed for the final round of the league and all previous rounds must be completed before the final round.
 5. League games will not be postponed by CCC for a team who wishes to take part in an overseas trip.
 6. Any un-played rounds will be declared null and void.



- 7.** A fine of €200 per game will be imposed in respect of each unfulfilled league and championship fixture
- Only the appointed referee in consultation with the county secretary can declare a pitch unplayable. Where a pitch is in doubt, the home club must notify the county secretary and the appointed referee of the situation and make arrangements for an alternative pitch. If the home club is unable to provide an alternative pitch then the match will be transferred to the away team's pitch, if no pitch is available then the game will be fixed/re-fixed by the CCC.

8. Failure to fulfil fixtures.

- Any team failing to fulfil a league fixture will be fined €200.
- Any team failing to fulfil the last round will be fined €400.
- Any team failing to fulfil two league fixtures will be fined €200 for each of the fixtures and eliminated/relegated from the competition or entered into a relegation play off should it be required.
- All fines will have to be paid by October 31st, 2021. All unpaid fines will be deducted from club rebates in order for a team to be eligible to enter a team in the following years league
- Teams are NOT allowed to double up on league and championship games a fine of €250 and loss of points on the game they have doubled up on. (No. 21 Championship Rules)

9. General.

- The maximum number of players, management and officials from each club allowed inside the pitch boundary will be 35. Penalty €250.
- The CCC recommend to all clubs to provide a programme for league games, the onus will be on the home team to provide the programme, the away team to supply their team three days in advance of the fixture. This Programme must be free of charge, and must contain free advertisement for Mayo GAA Leagues Official Sponsor

Player Status

- Clubs with teams in more than one of the other divisions of a League are required to nominate 15 players for the team in the higher division which must include 12 players who played in the last championship game in 2019. The nominated players may not play in the lower division for that season.
- The list of nominated players must be furnished to the County Secretary by June 4th, 2021

10. County Cup and Semi Final Draw TBC.

Promotion, Relegation and Grants

Division 1

- The top team in Division 1 league competition will be declared the winner and will receive a development grant of €1000.00 and a set of medals. The bottom two teams in Division 1 will be relegated to Division 2 subject to rule 8 C been not invoked.

Division 2

- The top team in Division 2 league competition will be declared the winner and will receive a development grant of €1000.00 and a set of medals. The top two teams in Division 2 will be promoted to Division 1. The bottom two teams in Division 2 will be relegated to Division 3 subject to rule 8 C been not invoked.

Division 3

- The top team in Division 3 league competition will be declared the winner and will receive a development grant of €750.00 and a set of medals. The top two teams in Division 3 will be promoted to Division 2. The bottom two teams in Division 3 will be relegated to Division 4 subject to rule 8 C been not invoked.

Division 4

- The top team in Division 4 league competition will be declared the winner and will receive a development grant of €750.00 and a set of medals. The top two teams in Division 4 will be promoted to Division 3. The bottom three teams in Division 4 will be relegated to Division 5 subject to rule 8 C been not invoked.

Division 5

- The top team in Division 5 league competition will be declared the winner and will receive a development grant of €500.00 and a set of medals. The top two teams in Division 5 will be promoted to Division 4. The bottom two teams in Division 5 will be relegated to Division 6 subject to rule 8 C been not invoked.

Division 6

Division 6 competition will be divided into 2 groups 6A and 6B:

- The top 2 teams in each group will enter a play off for league winners and runners up. The top team in each group will have home advantage in the semi final
- Division 6 League Final will be fixed for a neutral venue.
- The winners will receive a development grant of €500.00 and a set of medals.
- Semi Final Format – Winner 6A vs Runner Up 6B and Runner Up 6A vs Winner 6B
- Division 6 league finalists will be promoted to Division 5 for the 2021 season
- A team in Division 6 may play 13 a side but if both



teams have 18 players or more players to any play league games they must play a 15 aside game
Each of the Divisions listed above constitute different and distinct Competitions for the purposes of any penalties imposed under Rule 7.2 T.O.2019

11. Secondary Leagues – Senior, Intermediate and Junior.

Michael Walsh Senior League

- i. The Secondary Senior League will be divided into 4 Groups – Group 1, Group 2, Group 3 and Group 4.
- ii. The top 2 team in each Group will play quarter finals semi-final and final, the quarter finals and semi-finals will be drawn. The winner will receive a Trophy and a set of medals.
- iii. The CCC reserve the right to reduce the groups or knockout rounds if there is not a full entry of all Senior Teams
- iv. Clubs are also reminded that all games in Michael Walsh Competitions will go ahead irrespective of club players involved in inter county competitions
- v. Group Winners will receive Home Advantage for Quarter Final fixtures as long as there are 4 groups. The CCC may request to toss a coin for a venue for any other knock out stage for secondary competitions and Quarter Finals if there are less than 4 groups
- vi. Winner on the Day- All Knockout games in the Michael Walsh Senior Competition are subject to Winner on the Day i.e if a knockout game ends in a draw in normal time, the following will apply;
 - If level at the end of normal time, -5 Penalty Kicks per team shall be taken
 - Only Goals allowed
 - Sudden Death if still Level after 5 Penalty Kicks by each team.

Michael Walsh Intermediate League

- i. The Secondary Intermediate League will be divided into 4 Groups – Group 1, Group 2, Group 3 and Group 4
- ii. The top 2 team in each Group will play quarter finals semi-final and final, the quarter finals and semi-finals will be drawn. The winner will receive a Trophy and a set of medals
- iii. The CCC reserve the right to reduce the groups or knockout rounds if there is not a full entry of all Intermediate Teams
- iv. Clubs are also reminded that all games in Michael Walsh Competitions will go ahead irrespective of club players involved in inter county competitions
- v. Group Winners will receive Home Advantage for Quarter Final fixtures as long as there are 4 groups. The CCC may request to toss a coin for a venue for any other knock out stage for secondary competitions and Quarter Finals if there are less than 4 groups.

vi. Winner on the Day- All Knockout games in the Michael Walsh Intermediate Competition are subject to Winner on the Day i.e if a knockout game ends in a draw in normal time, the following will apply;

- If level at the end of normal time, -5 Penalty Kicks per team shall be taken.
- Only Goals allowed.
- Sudden Death if still Level after 5 Penalty Kicks by each team.

Michael Walsh Junior League

- i. The Secondary Jnr league structure will depend on entries to this competition.
- ii. The winner will receive a Trophy and a set of medals.
- iii. Group Winners will receive Home Advantage for first Knockout Round. The CCC may request to toss a coin for a venue for any other knock out stage of this competition.
- iv. Clubs are also reminded that all games in Michael Walsh Competitions will go ahead irrespective of club players involved in inter county competitions.
- v. The CCC reserve the right to reduce the groups or reduce knockout rounds if there is not a full entry of all Junior Teams
- vi. Winner on the Day- All Knockout games in the Michael Walsh Junior Competition are subject to Winner on the Day i.e if a knockout game ends in a draw in normal time, the following will apply;
 - If level at the end of normal time, 5 Penalty Kicks per team shall be taken
 - Only Goals allowed
 - Sudden Death if still Level after 5 Penalty Kicks by each team.

12. Starred League Games

- i. The County Competitions Control Committee (CCC) may include up to eight 'Starred' league games for the 2020 league competition
- ii. This includes all 26 players named for a fixture if league fixture precedes County fixture, if the club fixture is played after the County fixture starred league games excludes all players that took a part i.e. played any part in the in the inter county fixture proceeding the starred league game.
- iii. Where a starred game is postponed by mutual agreement, the re fixed game shall also be a starred game with reference to No 2 of starred league games i.e. eligible to play.

13. The following regulations shall apply to our leagues:

- a. League results shall be credited as follows: 2 points for a win, and one for a draw.
- b. If a club is disqualified or retires during the course of the league stage, it's played games shall stand and its un played games shall be awarded to the Opposing Teams as per TO



- c. Where teams finish with equal points for qualification for the concluding stages, or for promotion or relegation, the tie shall be decided by the following means and in the order specified:
 - i. Where two teams are involved, the outcome of the meeting of the two teams in the previous game in the Competition
 - ii. Scoring difference – (subtracting the total scores Against from total scores for
 - iii. Highest Total Score for
 - iv. A Play-Off.

Exception to C:

In relation to means (ii) and (iii) above, If the accumulated scores of a team, so involved, are affected by a disqualification, loss of game on a proven objection, retirement or walk over, the tie shall be decided by a play off.

14. Results

All results for the week must be in by 6.00pm on Sunday nights if they are to be included in the results section of the national papers on Monday morning.

15. Return of Trophies, Cups and Shields

All Trophies to be returned by Friday, 2nd July, 2021. Failure to do so a fine of €250 or replacement of trophy of equal value.

16. Clash of Colours

In the event of a clash of jersey colours' for any league, both teams must change to an alternative color unless otherwise agreed with both clubs in all championship and league games, the alternative color must be forwarded to Runai along with the team sheets A fine of €200 per game will be imposed on each team if either team does not meet this requirement.

17. Gum Shields

- a. It is compulsory that gum shields are worn during warm up activity, training and all games in the interest of player safety and for insurance cover
- b. Without a gum shield a player is not protected against serious injury nor can corrective medical treatment be applied for through the player injury scheme.

Challenge Games Notification (Subject to Covid Protocols)

Clubs are reminded that the County Competitions Control Committee must be notified two days in advance of all challenge games at all grades in the county. Failure to notify the Committee in writing will mean that the players will not be covered under the player's injury scheme. The notification must contain the following information:

1. The names of the competing teams
2. The date and time of game
3. Grade of teams
4. Venue for game
5. Name of Referee

The referee must be from the county referee's panel, who shall submit a report to the relevant board secretary. Notification of all challenge games within the county should be emailed to secretary.mayo@gaa.ie

For games involving clubs from other counties in the Province, permission must also be sought from the Provincial Secretary at reception.connacht@gaa.ie.

Rule 6.41. T.O. 2020 Challenge Games

- a. All Challenge Games shall be sanctioned by the appropriate Controlling Authority, which will deal with any disciplinary matters arising. (Appendix 1 to be used)
- b. An Inter-County Challenge game shall be sanctioned by Provincial Council(s) and Central Council, as appropriate. Sanction must be obtained from the Provincial Council where teams are from the one Province, and from the appropriate Provincial Councils and Central Council where teams are from more than one Province. After the conclusion of a National Hurling or Football League, an Inter-County Challenge Game in that code may not be played on a Saturday or Sunday unless a Round of Adult Club Games is played in the Counties involved on the preceding Monday to Saturday inclusive, or is to be played on the Sunday i.e. the day after a Saturday Challenge Game. Permission for such proposed Challenge Games shall be refused by the Sanctioning Body unless it is satisfied that the condition above has been met, but special permission may be given in exceptional cases (e.g. for the Official Opening of a Ground).
- c. An Inter-Club Challenge Game shall be sanctioned by County Committee(s), Provincial Council(s) or Central Council. Sanction must be obtained from the County Committee where the teams are from the one County, from the County Committees and from the Provincial Council where the teams are from two or more Counties, and Sanction must be obtained from the County Committees, from the appropriate Provincial Councils and from Central Council where the teams are from more than one Province.
- d. Units organising Challenge Games shall make applications, in writing, to the appropriate authority/authorities in such time as to have permission granted or otherwise, **two days prior to the date of the proposed game**. The Council or Committee-in-Charge may give authority to its Secretary to grant permission. Where sanction is required from more than one Unit of the Association for a particular Challenge Game, notice shall be given by the Applicant Units, at or about the same time, directly to all relevant Units.
- e. The following details shall be included in the application: The Names of the Competing Teams; the Venue; the Name of the Referee, who shall be on the current and recognised List of Referees at



County/Provincial/National Levels, as appropriate. The Referee shall be neutral in the case of a Senior Inter-County Game.

- f.** The Referee's Match Report shall be submitted to the appropriate authority within three days of the Game. When the Committee or Council-in-Charge deems it necessary, the Report shall be submitted within 24 hours.
- g.** The above Rules are applicable to Juvenile Challenge games (players in the Under 16 age group or younger). Failure to comply with any of the above Rule provisions shall not affect Disciplinary Proceedings being taken, arising from a Game played.

Penalties: For a Unit participating in an unauthorised Challenge Game: Fine - County €500; Club €200.

Cumann Lúth Chleas Gael Coiste Chontae Mhaigheo Inter-County / Inter-Club Challenge Match Application

On behalf of _____ Club,

We seek permission in accordance with Rule 6.40(c). T.O. 2019 to play a Challenge Match, details as outlined here-under:

Date: ____/ ____/ 2021

Opposition: _____

Grade: _____

Code: _____

Venue: _____

Referee: _____

Application Date: _____

Rúnai _____

Relevant email addresses

Opposition within the County secretary.mayo@gaa.ie

Opposition within the Province secretary.mayo@gaa.ie and reception.connacht@gaa.ie

Opposition outside the Province secretary.mayo@gaa.ie and reception.connacht@gaa.ie and challengegames@gaa.ie

Appendix 1

Cumann Lúth Chleas Gael Coiste Chontae Mhaigheo Postponement Application 2020,

On behalf of _____ Club,

We seek permission or have reached the following agreement to postpone schedule game as outlined here-under:

Date: ____/ ____/ 2021

Opposition: _____

Grade: _____

Venue: _____

Referee: _____

Referee Notified: = YES: ____/ NO: ____/

Re fixed Date: = ____/ ____/ 2020,

We have not agreed to cancellation: YES: ____/ NO: ____/

Rúnai _____

Date: ____/ ____/ 2021

Relevant email address: secretary.mayo@gaa.ie

Appendix 2

Cathaoirleach Coiste Chontae Mhaigheo:

Date: ____/ ____/ 2021

Runai Coiste Chontae Mhaigheo:

Date: ____/ ____/ 2021

Date of Meeting Rules adopted: ____/ ____/ 2021



Mayo GAA Championship Rules and Regulations for 2021

GAA "Give Respect - Get Respect" initiative

Mayo Central Competition Controls Committee (CCC) is mindful of the GAA Give Respect Get Respect campaign and has drawn up 2021 regulations for all Championship Games for the benefit of all stakeholders-players referees, team management, officials, media, members and spectators.

All Stakeholders are expected to adhere to the GAA Respect initiative, "Give Respect - Get Respect". This programme seeks to ensure that Gaelic Games are promoted and played in a positive, fair and enjoyable manner where players, coaches, spectators and referees, "Give Respect - Get Respect" from each other.

Referees: To be welcomed to the GAA Club.

Before the Game: Players to shake hands with their opposing player

Players: Play by the rules and take responsibility for their own behaviour whilst respecting opposition, Referees and officials

Referees: communicate decisions to players in an effective manner

After the Game: Players to shake hands with the referee, opposing players and coaches

Supporters: Remain in designated areas at the side of the pitch/in the stand for the full duration of each game. Always respect the match officials' officials and encourage children to do likewise.

Ground/Pitch Regulations

Ground regulations shall apply to all venues considered suitable for all Mayo Club Championship Games 2021. They shall include procedures for entry to each ground, designated areas for substitutes and Team Officials and shall be communicated by the CCC to Clubs / Teams along with the official Clar an Lae.

The Clar an Lae shall also notify teams in advance of each game as to pre-match & half time protocols, the assignation of dressing rooms, bib colours to be worn, etc. All team Officials and substitutes must sit in the designated areas identified & must leave the field of play 3 minutes prior to the throw-in to go to the appropriate designated areas. There shall be two designated areas for team personnel and officials:

Bainisteoir's zone in which seats for the Bainisteoir, Maor Foirne and a Medic should be provided. A seated area for substitutes and all other permitted teams officials.

Exception: Where this designated area for substitutes and Team Officials is considerably removed from the sideline area and provides a practical difficulty for Team Managers in terms of consultation with backroom personnel (i.e. selectors or medics only), seats in an appropriate area recessed from the pitch enclosure (e.g. in the front row of the stand/viewing area or in a dug out)

may be provided for a maximum of 4 additional personnel who must remain seated in this area at all times.

Seating for medics must ensure uninhibited access to the playing area at all times. Medics may sit together in the designated area for substitutes or one medic may be positioned in the Bainisteoir's zone.

Where facilities in particular grounds do not permit for the specific arrangements outlined above, alternative arrangements may be made in advance with the approval of the Committee-in-Charge and communicated to the relevant units.

Teams shall be provided to the Committee-in-Charge for the official programme, and to the media, four days before the game i.e. no later than Wednesday 2pm prior to a weekend game.

Players shall be numbered in accordance with the Official Programme and from 1 to not more than 24 in Inter-Club games.

In the case of a valid withdrawal the jersey number of the player being replaced shall be used by the replacing player. Such withdrawal shall be notified in advance of the commencement of the game to the Committee-in-Charge/Match Monitor at least 15 minutes prior to throw in. The inclusion of A.N. Other is not permitted.

Game Regulations

The Referee is in overall charge of Game Regulations and shall delegate authority to his Linesmen and Sideline Official: he shall include the Sideline Official/Match Monitor's report (s) with his match report as appropriate. **The Referee has the authority during the game to send any person in repeated breach of these Regulations to the stand/outside the pitch enclosure and such person cannot be replaced.**

All Team Officials sitting in the designated area/dug out must be named on the Official list given to the Referee and should include: Bainisteoir, Maor Foirne, Selectors, Medics, Water/Hurley Carriers, Cathaoirleach, Runai & any other relevant backroom personnel.

Cathaoirleach – Games and Ground regulations apply to all players and officials and adherence to the regulations is the responsibility of the Chairperson of the Club... In his absence his responsibilities will pass to the Runai/Nominated Person. The Bainisteoir also shares the responsibility of ensuring the Games Regulations are respected by players and members of team management.

Runai – The Runai or Nominated person shall relay details of substitutions to the Sideline Official.

Responsibilities of Host Club / Appointed Grounds for Championship Games

1. A Programme must be provided by the host club, free of charge, for group games and must contain free advertisement for Mayo GAA championship Official Sponsor... (Penalty - Fine of €100)
2. It will be the responsibility of the host club to



- provide an adequate number of stewards for the game – Maximum of 10 and nominate Chairperson of host Club named in Programme. (Penalty – possible loss of any future home championship games)
3. There must be no games or other activities on the grounds prior to a championship match without the approval of the County Competitions Control Committee. (Penalty – possible loss of any future home championship games)
 4. Adequate car parking must be available. (Penalty – possible loss of any future home championship games)
 5. A Public address system is to be provided. (Penalty – possible loss of any future home championship games)
 6. Changing rooms must be clean and tidy and a room must be available for referees and linesmen. (Penalty – possible loss of any future home championship games)
 7. A room must be provided for gatemen to count money and tea/coffee/sandwiches must be provided for officials/gatemen. (Penalty – possible loss of any future home championship games)
 8. The Pitch must be properly marked. (Penalty – possible loss of any future home championship games)
 9. A Scoreboard must be in operation. (Penalty – possible loss of any future home championship games)
 10. There must be proper and adequate fencing around playing area. (Penalty – possible loss of any future home championship games)
 11. Maximum number allowed from each team to enter playing area is 29. This number is inclusive of players, officials, medical and team management. (Penalty - Fine of €250)
 12. Teams must wear their registered club colours. In the event of a clash of colours both teams must change unless otherwise agreed. In the event of the alternative colours being similar, the County Competitions Control Committee will toss to decide who is to wear the alternative strip. (Penalty - Fine of €250)
 13. Players must have uniformity of socks and togs. (Penalty - Fine of €250)
 14. No unauthorised incursions into pitch will be allowed. (Penalty – offenders will be dealt with under the relevant rules of the Treoraí Oifigiúil)
 15. Clubs must seek permission from the County Competitions Control Committee to video matches and must provide an unedited copy of the game when requested. (Penalty - Fine of €250)
 16. In the event of a pitch being unplayable in the days leading up to a championship game, the home club must notify the county games administration committee and nominate an alternative venue, which would be available to host the game. (Penalty – possible loss of any future home championship games)
 17. The County Competitions Control Committee reserves the right to move any game to an alternative venue.
 18. Each team will have a home and away fixture in round 1 and round 2. The 3rd round venue will be fixed by the CCC. The CCC also reserves the right to toss between both teams for a venue if the committee deems it in the best interest of a particular fixture.
 19. No two teams who qualify from the same group in the league section of the championship may be drawn against each other in the knockout stages until the final of the competition
 20. The monitoring committee i.e Mayo GAA Central Controls Committee shall monitor all breaches of the regulations, and in the event of a number of breaches of the regulations, the host club may lose their right to host games in the future.
 21. Other regulations as designated by Government, HSE or GAA may also apply.
 22. The following regulations shall apply to the league section of the championships: Ref 6.21 T.O of the Official Gaa guide
 - (a) League results shall be credited as follows: 2 points for a win, and one for a draw.
 - (b) If a club is disqualified or retires during the course of the league stage, its played games shall stand and its unplayed games shall be awarded to the Opposing Teams.
 - (c) Where teams finish with equal points for qualification for the concluding stages, or for promotion or relegation, the tie shall be decided by the following means and in the order specified:
 - I. Where two teams are involved , the outcome of the meeting of the two teams in the previous game in the Competition.
 - II. Scoring difference – (subtracting the total scores Against from total scores for.)
 - III. Highest Total Score for.
 - IV. A Play – Off
- Exception to C:** In relation to means (ii) and (iii)above, If the accumulated scores of a team, so involved, are affected by a disqualification, loss of game on a proven objection, retirement or walk over, the tie shall be decided by the following;
 Firstly, Score Difference from the games in which only the teams involved (teams tied on points), have played each other (Subtracting Total Scores Against from Total Scores for). If both teams have the same score difference, then the next step is to compare their Highest Total For, in which only the teams involved, have played each other. If the teams still can't be separated, then a playoff must be played.



In the event of teams been level in all knockout games including relegation games, extra time will be played.

If level at the end of normal time – 2 periods x 10 minutes. If still level, 5 Penalty Kicks per team shall be taken. Only Goals allowed. Sudden Death if still Level after 5 Penalty Kicks by each team.

This will apply in all grades Senior Football, Intermediate Football and Junior Football Championship up to the County Senior Final.

Player Status & Re Grading;

- (a) Clubs with teams in the New Junior B Championship due to commence in June 2021 and teams who have 2 or more teams in the Senior, Intermediate and Junior Championships are required to nominate 12 players who played in the last championship game in 2020 (excluding relegation fixtures). The nominated players may not play in the lower Championship Grade for that season.
- (b) The list of nominated players must be furnished to the County Secretary by June 9th 2021 in respect of the New Junior B Championship and by September 1st in respect of the Senior Intermediate and Junior Championships. This derogation will apply for the 2021 season only.
- (c) Clubs with teams in Divisional Junior Championships in 2021 are required to nominate 15 players for the team in the higher division which must include 12 players who played in the last championship game in 2020. The nominated players may not play in the lower division for that season.
- (d) The list of nominated players that will be used to be furnished to the County Secretary by June 4th 2021.

Gum Shields

It is compulsory that gum shields are worn during warm up activity, training and all games in the interest of player safety and for insurance cover,

Without a gum shield a player is not protected against serious injury nor can corrective medical treatment be applied for through the player injury scheme

Cathaoirleach Coiste Chontae Mhaigheo:

Liam Ó Moifeid

Date: 26/ 05/ 2021

Runai Coiste Chontae Mhaigheo:

Diarmuid Uí Buitleir

Date: 26/ 05/ 2021

Date of County Committee Meeting Rules adopted: 26/ 05/ 2021

Mayo GAA Hurling

Mayo GAA Hurling League

Structure of Competition:

This competition works through round robin format through within 5 junior grade adult teams within Mayo GAA. The two teams that's are placed 1st and 2nd on league table after Round 5 on 7/6/2020 at 23.59 (withstanding postponements granted by Mayo GAA) will contest A league Final. Teams placed in 3rd and 4th on league table after Round 5 on 7/6/2020 at 23.59 (withstanding postponements granted by Mayo GAA) will contested the B league Final

Games falling within April, according to GAA April for clubs, all county players are available for selection. Round 4 and Round 5 are be allocated as "STAR Rounds" regarding to Mayo Hurling County team participation with Championship structure. This situation would involve communication between County Management and Mayo Hurling Board and County Board to identify players to be "Starred" for these games.

In situations that Mayo Hurling team reaches All Ireland Final, League Final will be moved to future date, to allow adequate team preparation to management and players. Possible date 25/7/2020

Teams Competing:

Ballyhaunis GAA, Tooreen Hurling Clubs, Castlebar Hurling Clubs, Caiseal Gaels and Westport GAA

Dates:

- Round 1 – 5/4/2020
- Round 2 – 19/4/2020
- Round 3 – 22/5/2020
- Round 4 – 31/5/2020
- Round 5 – 7/6/2020
- Finals – 27/6/2020

Mayo GAA Hurling Championship

The format of the championship is 4 teams, Ballyhaunis GAA, Castlebar Hurling Club, Tooreen Hurling Club and Westport GAA. Round Robon with reverse of previous years venues. At the end of the round robin of games. Top teams qualifies for the final and 2nd and 3rd place play a semi-final in a neutral venue.

Dates of Draw

27/2/20 in MacHale Park prior to Hurling Board meeting with clubs

Dates of games:

- Round 1 – weekend 11/12 July 2020
- Round 2 – weekend 8/9 August 2020
- Round 3 – weekend 29/30 August 2020
- Semi finals – weekend 26/27 September 2020
- County Final – weekend 10/11 October 2020



OPERATIONS PROCEDURES –

SECTION 6

MachALE PARK



Match Day Health and Safety

Stewards Roles & Responsibilities

Chief Steward is to –

- a. Ensure the attendance in the stadium of the full complement of stewards relevant to the scale of fixture and ground usage, agreed with the Event Controller
- b. on the morning of the event, allocate specific responsibilities and adequate resources to the Area Steward Supervisors

DUTIES OF STEWARDS

- The primary duty of all stewards is to ensure that the public are safely accommodated within the stadium in a planned manner, so as to ensure the safety and comfort of all spectators at the event.

The following are the main duties of stewards under the direction of the Event Controller and Chief Steward.

- Control and direct spectators who are entering or leaving the ground.
- Assist the diversion of spectators to other parts of the ground, including the closing of turnstiles when the capacity for any area has been reached.
- Prevent overcrowding by ensuring that crowd limits in various parts of the ground are complied with and that gangways and exits are kept clear.
- Monitor the crowd throughout for signs of distress and take action in accordance with instructions.
- Prevent, in so far as is possible, standing on seats and the climbing of fences and other structures. (Where, by virtue of the scale of the incident, stewards are unable to prevent such activity, they should immediately report the matter to the Area Steward Supervisor, or the nearest Garda).
- Patrol the stadium to deal with emergencies such as raising alarms and extinguishing fires.
- Control entrances, all exit and perimeter fence gates and other strategic points, while the ground is in use and ensure that all exit gates are unlocked and readily accessible at such times.
- Be aware of the location of firefighting and medical equipment in the area.
- Recognise potential hazards and suspect packages and report such findings immediately to the Area Steward Supervisor or to the nearest Garda.
- Comply promptly with any instruction given in an emergency by a Garda, the Event Controller, the Safety Officer, or the Chief Steward.
- Assist in the prevention of breaches of ground regulations.
- Identify and investigate any incident or occurrence among spectators and report findings to the Chief Steward.
- Assist in the prevention of pitch invasion.
- Report to the Chief Steward any damage or defect

likely to cause injury or danger to persons in attendance.

- Undertake duties relating to emergency and evacuation procedures.
- Keep all gangways and designated sterile areas clear.
- Ensure that all approaches and emergency exits are kept clear and that vehicles are correctly parked.
- Maintain their position at their place of duty under the direction of the Area Steward Supervisor who, if it is considered necessary, can arrange for a replacement.
- In the event of an emergency:
 - a. undertake specific tasks as directed by the Chief Garda Officer, Fire Officer, HSE Ambulance Officer or Event Organiser, as appropriate. The Nature of the Emergency will dictate which authority assumes overall control; Crowd disorder- Garda authorities assume control Fire emergency- Fire Officer assumes control
 - b. Be prepared to implement the Evacuation Plan.

UNDER NO CIRCUMSTANCES WILL STEWARDS LEAVE THEIR DESIGNATED POSITIONS OR TAKE UP POSITIONS TO VIEW THE GAME. DEPLOYMENT OF STEWARDS/SECURITY STAFF- as Set out by Event Controller IDENTIFICATION OF STEWARDS

All Supervisory Stewards are to be identified by a bib coded by function and numbered for identification. All Stewards are to be identified by a bib numbered for identification.

Event Controller:

This is the person who has overall responsibility for the management of the event – all G.A.A matches in Elverys MacHale Park. The event controller must liaise with the promoter that is Mayo GAA, Connacht GAA or Croke Park, Gardaí, HSE, Fire Brigade and Chief Steward to confirm all details and agree any special measures. The Event Controller will issue a fact sheet to PRO to facilitate any media announcement that is to be made in relation to the event and its management. The Event Controller must hold a post- match debrief to identify any problems that incurred for future reference.

Safety Officer:

The Safety officer carries out an inspection on the stadium prior to all games to identify hazards or any other concerns they may have that would cause an accident. The Safety Officer would also inspect fire extinguishers, exit gates or any other fixtures and fittings to ensure the safety and comfort of all spectators at the event, The Safety Officer has also responsibility for ensuring that Exits And Entrances are not obstructed and that all emergency vehicles have ease of access to and from the pitch.



October 2020; Mayo goalkeeper David Clarke takes a kick-out during the Allianz Football League Division 1 Round 7 match between Mayo and Tyrone at Elverys MacHale Park in Castlebar, Mayo. Photo by Piaras Ó Mídheach/Sportsfile



Chief Steward:

The Chief Steward must recruit suitable persons who are Garda Vetted, members of the GAA and must arrange Steward Training and Child Protection Training Course. Before all games, the Chief Steward, must liaise with the Event Controller and confirm the number of stewards required on the day. On the day, the Chief Stewards

appoints area stewards and assigns the stewards to their work area. Chief Steward must remain in contact with the area stewards and help to overcome any problems that may arise. After the game, the Chief Steward holds a post-match debrief to identify any problems that occurred during the game.



OPERATIONS PROCEDURES –

SECTION 7

CLUB INFORMATION



Membership

THE GAA has the largest membership of any sports organisation in Ireland. When one becomes a member of a GAA club, they become part of the GAA family and part of a great community-based organisation that continues to enhance the lives of so many people. In order for one to become a member of the GAA (Association), one must first become a member of a GAA club. A person can apply for membership of a club by completing the Full or Youth membership application form and forwarding it to the Club Secretary for approval by the Club Executive Committee. Once a member, a person is then registered with the Association and provided with a membership number. All club officers should be familiar with the rules governing club membership and the rules governing registration of members and players. This is an important consideration for clubs and every effort should be made to comply with all of the rules governing this topic. Not a member? Why not join your local and/or a GAA club? Use the 'Find & Join' a club section to locate clubs from around the country.

Online Registration

Accessing the GAA Management System

Online registrations are managed by clubs on the GAA Management System (people.gaa.ie) and each club can have one or more officers who can access the system. If you are a new Registrar that will be doing registrations for your club, your Club Secretary through their official GAA e-mail account must

contactgaasupport@servasport.com to update the Registrar details on the GAA Management System. This will ensure that you can access the system. If you are a new Secretary and would like access to the system, you should obtain the password for your Club Secretary's official GAA e-mail account (e.g. secretary.gaaclub.mayo@gaa.ie) from your predecessor. At that stage, contactgaasupport@servasport.com and request administrator access for your club.

User Forums / Training Documents

The GAA Management System consists of several sections such as Members Management (adding and registering members), Competition Management, Competition Creation, Fixture Generation, Match Official Management, Match Official SMS, Venue Management, Competition Calendar, Communications, Fees Management, Player Injury Scheme and Club Administration. A number of helpful online forums are available where you will find user guides and FAQs for these sections.

Helpdesk

For any queries on access to the system, or on the system functionality, please e-mail or call the Servasport Helpdesk via the following details:

Email: gaasupport@servasport.com

Phone ROI: 04890 313 845

Insurance

Insured – Cumann Lúthchleas Gael Property

Damage Insurance – All Clubs

Policy Number – ARX05055

Insured

Current registered and affiliated units of Cumann Lúthchleas Gael, which consists of a Central Council, Five Provincial Councils, (Connacht, Leinster, Munster, Ulster And Britain), thirty-two County Committees, Clubs, GAA Handball, GAA Rounders, and affiliated units of associated bodies of The Camogie Association and Ladies Gaelic Football Association, Páirc an Chrócaigh Teoranta (PACT) and Subsidiary Companies details of which have been provided to the Company

Business of Insured

Currently set out in the policy as A Sports and Cultural Organisation responsible for the organisation, training, advising and promotion of Gaelic games, fundraising, social, recreational and all other activities incidental to or associated with a major sporting organisation, property owners including letting and renting of property to third parties and also including such other properties and premises as are leased, rented, hired or loaned to the Insured

Property Insured

All premises owned or occupied by the Insured for the purposes of the business and situate as stated in the specification and as declared to your county board and agreed by Croke Park/Marsh Ireland Ltd.

Period of Cover / Insurer

The policy operates for the period November 1st 2019 to October 31st 2020. It has been arranged by the Associations Insurance Brokers, Marsh Ireland Brokers Limited, and is underwritten by AIG Europe SA to provide the following indemnity (which is subject to the terms and conditions of the policy) Sums Insured

Sums Insured

1. All Buildings Total Sum Insured any one occurrence
€10,000,000 Inner Limit Artificial Pitches –
€250,000 Inner Limit Grass Pitches – €110,000
2. Contents Up to 25% of the Reinstatement cost of each Individual building Cover is subject otherwise to the terms, conditions and exceptions of the policy.

Excess

- €5,000 any one occurrence – All Losses excluding Flood and Escape of Water
- €6,000 any one claim – Damage to Ball Stop Nets cause by Names Strom or Storm in excess 100 MPH
- €25,000 any one occurrence – All flood losses and where loss occurs as a result of flooding following a heavy rainstorm
- €5,000 any one occurrence – All Escape of Water



Mayo forward Grace Kelly tries here luck with Orla Murphy of Galway for attention at Croke Park.

Photo: Brendan Moran / SPORTSFILE

Losses on locations that did not have claim in 2010/2011

- €20,000 any one occurrence – All Escape of Water Losses on locations that had a claim in 2010/2011
- €5,000 each and every claim – All Escape of Water Losses where clubs have adopted Freeze Prevention Guidelines
- €1,000 each and every claim – All Theft Claims where remote CCTV monitoring with Live audio warnings is installed and operational e.g. Netwatch Security System, Redcare or other equivalent service.

Public Loss Assessors

Should a claim arise under the Property Insurance Program, the insured is not permitted to appoint a Public Loss Assessor. Should the insured proceed and appoint a Public Loss Assessor, the assessment of the claim by Insurer's will supersede the assessment by the appointed Public Loss Assessor

Cover is conditional on the basis that the unit is affiliated to Cumann Luthchleas Gael, Ladies Gaelic Football Association, The Camogie Association and is in compliance with Association rules as set out in the relevant governing body official guide.

Public, Products and Employers Liability Insurance

Policy Numbers: CO LIA 7453561 / CO LIN 7470316

Insured

Current registered and affiliated units of Cumann Lúthchleas Gael, which consists of a Central Council, Five Provincial Councils, (Connacht, Leinster, Munster, Ulster And Britain), thirty-two County Committees, Clubs, GAA Handball, GAA Rounders, and affiliated units of associated bodies of The Camogie Association and Ladies Gaelic Football Association, Páirc an Chrócaigh Teoranta (PACT) and Subsidiary Companies details of which have been provided to the Company

Business of Insured

Currently set out in the policy as A Sports and Cultural Organisation responsible for the organisation, training, advising and promotion of gaelic games, fundraising, social, recreational and all other activities incidental to or associated with a major sporting organisation, property owners including letting and renting of property to third parties and also including such other properties and premises as are leased, rented, hired or loaned to the Insured.

Period of Cover / Insurer

The policy operates for the period November 1st 2019 to October 31st 2020. It has been arranged by the Associations Insurance Brokers, Marsh Ireland Brokers Limited, and is underwritten by Allianz Insurance Plc to provide the following indemnity (which is subject to the terms and conditions of the policy)

Limits of Liability

- Public Liability €6,500,000 any one occurrence or all occurrences of a series consequent on or attributable to one source or original cause.
- Products Liability: €6,500,000 in the aggregate.
- Employers Liability €13,000,000 any one occurrence or all occurrences of a series consequent on or attributable to one source or original cause.
- Cover is subject otherwise to the terms, conditions and exceptions of the policy.

Extensions

- Indemnity to principal

Excess

- €1,000 excess each and every claim is payable to Croke Park by the indemnified club as soon as formal claim is received
- €1,500 excess each and every claim is payable to Croke Park by the indemnified club in respect of claims arising from Non-GAA Associated use of club property. Example is the use of club property for private parties formally called 'Hirers activity'.

An increased excess may be applied if cover is extended for large scale fundraising activities.



Clubs with multiple claims may have an increased excess applied or cover may be withdrawn entirely in respect of certain activities.

The relevant excess is payable as soon as formal claims are received by Marsh/Croke Park and this excess is applied in respect of all claims, costs and expenses to include investigation and defence costs. Cover is conditional on the basis that the unit is affiliated to Cumann Luthchleas Gael, Ladies Gaelic Football Association, The Camogie Association and is in compliance with Association rules as set out in the relevant governing body official guide

Fundraising

Fundraising has long been an important activity for GAA clubs. As clubs continue to develop their facilities and provide opportunities for Gaelic games to be played in their local communities, there are ever increasing demands on club finances.

Where to start

When a fund-raising unit has been set up within a club and the financial needs of the club have been identified, the next step is to explore all fund-raising options and determine what is best suited to the needs of the club at the time and what is feasible to achieve in the community in which the club exists.

Remember when considering any project, take into account what other fund-raising is taking place in the geographical area and the impact that this will have on your activity. It is also important that a club recognise its responsibility as part of a greater body, ie: County Committee and that it also plays its part fully in all efforts by the County Committee to raise funds.

Fund-raising Ideas

- At day at the races- Dogs or Horses
- Sponsored activities- (eg Walk, Run, Cycle, Dance)
- Sale of Work or Auction
- Draw/Raffle
- Development Draw and County Board Draw
- Trivia Nights, Table Quizzes etc
- Lotto
- Supermarket bag packing
- Buy a brick/tile
- Honorary Mayor
- Golf Classics
- Banquet or Dinner Dance
- Race Nights/Casino Nights
- Club 'X-Factor' nights
- Cake Sale
- 'Strictly Come Dancing' nights
- Card Nights

This is not an exhaustive list of fund-raising ideas but some of the tried and tested.

And not to be forgotten are some of the more traditional means of raising funds (these may not always fall under the remit of the fundraising unit):



Mayo's Dayna Finn looks for an opportunity against Galway in the All-Ireland semi-final.
Photo: Brendan Moran / SPORTSFILE

Membership fees

Collecting an annual membership fee is an often under-rated way of raising funds for your club. For example 200 adult members paying an annual fee of €25 raises €5,000 for a club annually. Some tips for maximizing membership fee income include:

- Appoint a Club Registrar whose sole job is to look after membership and fees
- Look at providing certain benefits for members (ie. priority access to big match tickets)
- Collect membership fees at AGM's - only those who are paid up members can vote.
- Hold Registration Nights-Outline what the club gives to its membership.
- Visit Schools - More and more groups visit schools to recruit new members.
- Make sure all adult players are paid up members
- Consider family membership scheme - There are clubs in all divisions using this form of Membership.
- Remind members about the good the GAA delivers to its members and its communities

'Gates'

Charging an admission fee is sometimes overlooked by clubs, but by even charging a nominal fee much needed



funds can be generated (this excludes county championship and league matches which are administered by the County Board). For example, if your club has 10 adult home games (between League, MW League and Divisional Cup) with an average of just 100 in attendance, by charging as little as €5 there is potential income of €5,000.

Some areas to consider:

- agree and implement a club admission pricing policy – you also may consider offering a reduced rate for club members
- consider adopting the principle that all games have
- a value and therefore attract an admission fee, however small
- put in place a team of people who will be responsible for looking after gates
- don't forget to consider personal safety requirements when collecting and transporting cash on match days

Sponsorship and Advertising Signage

Sponsorship of teams and the sale of advertising boards around the club pitch and clubhouse are core sources of income for most GAA clubs. Many club sponsors and advertisers are involved because they want to support their club and community rather than for purely commercial reasons. But that's all the more reason why they should be treated well and in a businesslike manner

Planning and Organising your Fund-raising Activity

Having decided on a specific project, the most important phase is the planning one. The fundraising group must plan and develop every aspect of the project to maximise its fund-raising potential.

Areas to identify and set include:

- Fund-raising targets
- Fund-raising potential and geographical area being targeted
- Choosing a date
- Identify the key personnel required
- The positive and negative aspects of the project
- How you are going to promote the project
- Time frame for the project
- A schedule of tasks and outline who is responsible for ensuring task is completed
- Budget

Fund-raising Targets

Identify the potential of the particular project, the manpower required and available and the time scale before completion. In short, if any fundraising is properly planned and properly executed, any target can be reached but if no proper planning or coordination takes place, then the venture will more than likely not achieve its target or its full potential.

Fund-raising Potential and Geographical Area

Both are important and interlinked. If a project has a small and narrow fund-raising potential or focus, then the geographical area being exploited will be small and the focus similarly. If a project does not have an appeal outside a particular geographical area, then the fund-raising potential of that project will also be small.

Choosing the Date

Choose the date for your event carefully. Check it doesn't clash with other clubs or groups in your area who might be holding similar events. You do not want your date to conflict with another local activity. You may also need to ensure that your club is not involved in any competition on that date. Check also that you don't coincide with large/national sporting events which might mean that many of your members and supporters are 'unavailable' to participate in your event

Identify the Key Personnel Required

In all areas of fund-raising, there are individuals who are specialists in their fields, ie: quiz people for quizzes, race-goers for a day at the races, bakers for a cake sale etc. The list is endless but with any fundraising from normal ticket sales to a day at the races or a golf classic, it is vital to identify people outside, as well as inside, the club who may add that something extra to the effort.

Positive and Negative Aspects of a Project

The fund-raising group should identify the positive and the negative aspects of a project so that in selling it to the Committee and the general public, it is able to prepare for any negative feedback they might receive during the fund-raising effort, eg: if it is a raffle and the catchment area already has several raffles or the club has just completed another fundraising venture, then the reason and the need for the venture should be explained.

It may be after completing this exercise that the negatives and risks far outweigh the positives and it would be better for the club to undertake an alternative project.

Promotion of the Fundraising Project

This should be done through posters, local radio, the press, the club social media platforms and/or newsletter and probably the most important, the Club Committee and members as a whole promoting the project through word of mouth to friends and acquaintances.

Try and get the support of local businesses - they may be happy to assist by displaying a notice or poster promoting your fundraising activity.

Remember it can help to put together this promotional plan in writing to ensure all bases are being covered.

Time Frame for Fund-raising

The time frame will depend on the venture itself but in general many clubs would find in hindsight they did not allow enough time for a project to exploit its full potential. Where plenty of time is allowed, don't fall into the trap of leaving all the planning and execution of the project the last minute!



Task List and Running Order

Be sure to draw up a list of everything that needs doing both in the lead up and on the day of your fundraising event. Include who is responsible for completing each task. It can be helpful to have regular meetings to ensure everything is on track.

Remember to include important contact phone numbers on the running order you produce for the day of the event.

Budgeting

Once you have decided on the event idea you need to work out a budget for your event – remember any cost incurred needs comes out of the total amount that is raised.

Common costs to consider are:

- Printing and design, ie: tickets, posters
- Catering
- Entertainment
- Hire of venue
- First Aid
- Advertising
- Insurance

It helps to look for as many of these to be donated (in return your club can offer give the business recognition at the event or even on the promotional material leading up to the event).

Also consider potential income – estimate how many you expect to attend your event, if there is an entry fee, is there the opportunity to conduct additional draws or competitions on the day of the event to raise more funds? Don't forget to include contingency costs.

Remember to Keep It Safe

Make sure everyone is safe while raising funds or attending an event to raise funds for your club.

- If you are going to be carrying money around be
- extremely mindful about personal security and be accompanied.
- Have a cash box and a secure place for any funds raised on the day to be stored
- If sub-contractors or facilities are used make sure they have the appropriate experience and insurance cover.
- Consider First Aid requirements. You can contact your local branch of St John's Ambulance for advice or assistance. Also consider fire safety.
- Be sure to have appropriate insurance in place (If not covered by GAA Insurance, independent cover may be necessary)
- Depending on the activity you are organising it may be necessary to carry out a health and safety risk assessment. Detailed information is available at www.hsa.ie/eng. The Safety, Health & Welfare at Work Act applied to volunteers as well as employees.
- There are rules and regulations that you must adhere to, particularly when fund-raising within the general public



Sinead Cafferky of Mayo in action against Niamh Marley of Armagh during the TG4 All-Ireland Ladies Football Senior Championship Quarter-Final match between Mayo and Armagh at Glennon Brothers Pearse Park in Longford. Photo by Matt Browne/Sportsfile

- Have at least two people present when counting money

For more information check out the GAA Fund-raising Toolkit in

[https://www.gaa.ie/search/?q=fundraising%20tool%20kit#documents-\(1\)](https://www.gaa.ie/search/?q=fundraising%20tool%20kit#documents-(1))

Tax Exemptions and Tax relief for Donations

Tax Exemptions SECTION 235 Taxes Consolidation Act, 1997, provides for an exemption for Games/Sports bodies where the income of such a body has been or will be applied for the sole purpose of promoting an athletic or amateur game or sport.

What taxes are exempt?

- Income Tax
- Corporation Tax



- Dividend Withholding Tax
- Capital Gains Tax – provided that the proceeds are re-invested in acquiring new assets for the sport
- Stamp Duty – provision for such was introduced in 2007.

Eligibility for tax exemption

- Clubs or organisations established for and in existence for the sole purpose of promoting an athletic or amateur game or sport.
- The body must be a not for profit and member controlled and owned organisation.
- A governing instrument must be in place and may take the form of a Deed of Trust, a Memorandum and Articles of Association or a Constitution.

How to apply for tax exemption?

Clubs must complete a simple declaration procedure which is incorporated into the information leaflet known as the GS1. This is available from the Games/Sports Exemption Section in Nenagh, from any tax office, from the Revenue website at www.revenue.ie or from the GAA National Finance Department. Tax Relief for Donations

Qualifying Criteria Club:

- Club must have a tax exemption certificate
- Club must have a tax clearance certificate
- The Club can apply for tax exemption by completing a GS1 form (available on the Revenue website or from the GAA National Finance Department on request)

Donations:

- Only donations for a specific approved project will qualify for tax relief.

Note: Donations to underwrite general running costs are not included Donation must be

- Greater than €250
- Not be otherwise tax deductible
- Unconditional and non-refundable
- Made by an Irish tax resident

Note: Project must involve construction of a club facility or purchase of additional grounds.

For more information contact: **Kathy Slattery**, GAA National Finance Manager, Croke Park:
kathy.slattery@gaa.ie

Club Property Transactions Guidelines

Units of the Association must have the express approval of Central Council to undertake the following transactions:

- Purchase and Disposal of Real Property
- Granting of a lease or sub-lease
- Undertaking borrowings with a financial institution
- Creating a legal charge of any kind against real property
- Securing a loan or grant from Central Council

The authority to approve such transactions is delegated by Central Council to the National Financial Management Council (NPMC), a sub committee of Central Council.

Undertaking borrowings with a financial institution

Any unit is authorised to incur borrowings up to €15,000 (stg £10,500) without seeking external approval. For borrowings in excess of this limit the following authorisations are required:

- Under €15,000 no external approval required
- €15,000 to €75,000 county board approval required
- €75,000 to €150,000 provincial council approval required Over €150,000 NPMC approval required

Note that the above limits relate to the cumulative borrowing position of the unit, not merely to borrowings contemplated for a specific project or undertaking.

Any unit seeking to borrow over €150,000 is required to submit a formal application to the county committee for approval. The sanctioned application is then required to be submitted to the provincial council for secondary approval before submission to the NPMC.

The application must be accompanied by the following

- If the loan is to be secured against the existing property of the club, a copy of the Declaration of Trust vesting the property in the association
- Business plan detailing proposed utilisation of the funds
- Future cash flow projections for the unit
- Financial Statements of the unit
- Details of existing borrowings outstanding
- Letter of offer from the financial institution
- Bank confirmation of existing balances outstanding

A condition of NPMC consent will be a clause in the loan agreement authorising the bank to notify Central Council in the event of the loan falling into arrears or current accounts operating in ongoing surplus.

The letter of borrowing authorisation will, if relevant, explicitly authorise the trustees of the borrowing unit to mortgage or charge any or all of the real property of the unit as security. The letter of borrowing authorisation must not be construed as a guarantee from Central Council. In recognition of the fact that this arrangement will foster good banking practice by GAA units the principal lending institutions have agreed to facilitate this policy and will not advance funds without the appropriate level of authorisation.

The unit will be notified in advance of the NPMC meeting which will consider the proposal. The decision of the NPMC, and the authorisation letter if applicable, will be notified to the unit in writing within 10 working days of the meeting, and copied to the county and provincial bodies involved. Copies of the applications for any of the above can be sourced from Comhairle Connacht.



Creation of a charge over real property (for purposes other than borrowing)

There may be instances where a unit proposes to create a charge over its real property for reasons other than borrowing. Such instances typically arise where a club is required to complete a deed in favour of the Minister for Sport in order to qualify for National Lottery funding. In such cases the unit is required to submit a formal application directly to the NFMC for approval.

The application must be accompanied by the following

- Up to date copy of the Declaration of Trust vesting the property in the association
- Copy of the proposed deed of charge
- Business plan detailing proposed utilisation of the funds
- Future cash flow projections for the unit
- Financial Statements of the unit

The deed of charge must be based on the standard template. Specifically the agreement must be for no longer than five years. The unit will be notified in advance of the NFMC meeting which will consider the proposal.

The decision of the NFMC will be notified to the unit in writing within 10 working days of the meeting, and copied to the county and provincial bodies involved. Copies of the applications for any of the above can be sourced from Comhairle Connacht.

Project Based Grants approved by NFMC

The NFMC has budgetary authority to allocate project based funding to units under a number of grant award headings such as:

1. Club Grounds Grants
2. Club Start Up Grants
3. Club Development Grants
4. Urban Development Grants
5. County Administration Grants

Criteria for eligibility for funding under each of these headings can be sourced from Comhairle Connacht.

Any unit wishing to avail of such funding is required to submit a formal application to the county committee for approval. The sanctioned application is then required to be submitted to the provincial council for secondary approval before submission to the NFMC. The club will be required to attend a meeting of the NFMC to present the application. Alternatively a representative of the NFMC will be delegated to meet with the club to discuss in detail the proposals prior to submission to Croke Park. In the interest of expediency this meeting may take place in conjunction with the aforementioned meeting of the provincial council.

The application must be accompanied by the following

- Detailed summary of the project or initiative to be undertaken
- Financial analysis including income, cost and cash projections
- Details of other sources of finance to be utilized
- Financial Statements of the unit

- Evidence that the sale has been approved at a general meeting of the unit
- Approval of county board
- Approval of provincial council

Notwithstanding prior approval by the county committee or provincial council, NFMC has the right to withhold approval or to impose conditions upon the project. NFMC may also commission a further evaluation, and may consult with other national committees, (for example National Games Development & Coaching) to ensure the proposed project is aligned with overall association strategy.

The unit will be notified in advance of the NFMC meeting which will consider the proposal, and notified of the requirement to attend if relevant. The decision of the NFMC will be notified to the unit in writing within 10 working days of the meeting, and copied to the county and provincial bodies involved.

Copies of the applications for any of the above can be sourced from Comhairle Connacht.

In relation to the following;

- Granting of a lease
- Disposal of Real Property
- Purchase of Real Property

Any unit proposing the above listed is required to submit a formal application to the county committee for approval. The sanctioned application is then required to be submitted to the provincial council for their recommendation before submission to the National Finance Management Committee, (NFMC).

The club may be required to attend a meeting of the NFMC to present the application. Alternatively a representative of the NFMC may be delegated to meet with the club to discuss in detail the proposals prior to submission to Croke Park. In the interest of expediency this meeting may take place in conjunction with the aforementioned meeting of the provincial council.

The unit will be notified in advance of the NFMC meeting which will consider the proposal, and notified of the requirement to attend if relevant. The decision of the NFMC will be notified to the unit in writing within 10 working days of the meeting, and copied to the county and provincial bodies involved.

Copies of the applications for any of the above can be sourced from Comhairle Connacht.

Granting of a lease

The application must be accompanied by the following

- Up to date copy of the Declaration of Trust vesting the property in the association
- Business plan detailing proposed utilisation of the property
- Future cash flow projections for the unit
- Financial Statements of the unit
- Detailed maps of the property at issue
- Copy of the proposed lease agreement
- Evidence that the letting has been approved at a



- general meeting of the unit
- Details of the proposed utilisation of the leased property
- Details of the legal and financial status of the tenant
- Details of the insurance status of the tenant
- Copy of the Club's Safety Statement
- Evidence of legal advice obtained by the club specifying precisely the rights and obligations conferred on each party under the agreement

The lease agreement must be based on the standard template. Specifically the agreement must be for no longer than 4 years 9 months or at least include a break clause.

Notwithstanding prior approval by the county committee or provincial council, NFMC has the right to deny consent or to impose conditions upon the parties.

Disposal of real property

The application must be accompanied by the following

- Up to date copy of Declaration of Trust vesting the property in the Association
- Business plan detailing proposed utilisation of sale proceeds
- Two independent valuers' reports on the property to be sold
- The Strategic plan for the unit disposing of the property outlining that the land being sold will be of benefit to the Club in the future
- Future cash flow projections for the unit
- Financial Statements of the unit
- Detailed maps of the property at issue
- Copy of the proposed contract of sale
- Evidence that the sale has been approved at a general meeting of the unit

Notwithstanding prior approval by the county committee or provincial council, NFMC has the right to deny consent or to impose conditions upon the parties. NFMC may also commission a further valuation, and may oversee the conduct of the sale and the subsequent tendering process for any re-development work to be undertaken.

The sale proceeds will be required to be held in trust (by the trustees of the property or otherwise) to be established specifically to ensure appropriate re-investment.

Purchase of real property *

The application must be accompanied by the following

- Copy of proposed Declaration of Trust vesting the property in the association identifying the proposed trustees, or a letter of undertaking from the club solicitors
- Business plan detailing proposed utilisation of the property
- Future cash flow projections for the unit
- Audited financial Statements of the unit
- Detailed maps of the property at issue

- Copy of the proposed contract of sale
- Evidence that the purchase has been approved at a general meeting of the unit
- Details of proposed funding – borrowings or otherwise

Notwithstanding prior approval by the county committee or provincial council, NFMC has the right to deny consent or to impose conditions upon the parties. Approval by NFMC of a proposal to purchase property does not imply approval of the means by which the transaction is to be funded. Any associated grant applications, loan applications or borrowing requests must be also be explicitly approved (see below).

The unit will be notified in advance of the NFMC meeting which will consider the proposal, and notified of the requirement to attend if relevant. The decision of the NFMC will be notified to the unit in writing within 10 working days of the meeting, and copied to the county and provincial bodies involved.

N.B. It is essential before entering into a purchase contract that the club consults with their Solicitor to ensure that the Club's rights are safeguarded and that the intended use of the property is permissible under the Planning Act and/or municipal Bye-Laws. Where real property is acquired by a club, it must be transferred in writing to trustees on behalf of club by the kind of transfer appropriate to the type of property which is as follows:

- Freehold interest, where the land is unregistered. **Action:** Deed of Conveyance and registration in the Registry of Deeds
- Leasehold interest, where the land is unregistered. **Action:** Deed of Assignment and registration in the Registry of Deeds
- Freehold/Leasehold interest, where the land is registered. **Action:** Deed of Transfer and registration in the Land Registry

Real Property

The Club's real property generally refers to land and whatever is erected upon or affixed thereto. There are two systems of land registration in Ireland, namely, the Land Registry and the Registry of Deeds, both of which are under the central administration of the Property Registration Authority.

Registered Land: If the club's real property is registered land then the ownership of the property is registered in the Land Registry. All relevant details concerning the property and its ownership are entered on documents known as Folios. Trustees must be registered as the joint owners on the relevant Land Registry folio.

The folio is guaranteed by the State to be a confirmed record of the title of the property to which it refers. The folio describes the following:

- the property registered and refers to a plan on the Registry maps



MAYO GAA OPERATING PROCEDURES – SECTION 7 - CLUB INFORMATION

Mayo SFC Group 3 - Round 1



Knockmore's David McHale holds firmly onto the ball as Claremorris's Stephen McGreal moves in during the Mayo SC Rd 1 tie at Knockmore.

Picture: David Farrell Photography

Mayo IFC Group 4 - Round 1



Ballinrobe's Evan O'Brien is chased by Lahardane's Benny Joyce during the opening round of the County IFC at Bofeenau.

Picture: David Farrell Photography

Mayo SFC Group 3 - Round 1



Ballina Stephenites Jack Irwin breaks away from Kiltane's Mikey Conroy during the opening round of the Mayo SFC at James Stephens Park, Ballina.

Picture: David Farrell Photography

Mayo SFC Group 1 - Round 2



Race for possession as Belmullet's Mikey Barrett and Eoin Donoghue chase the ball with The Neale's Matthew Murphy during the Mayo SFC Rd 2 clash at Tallagh, Belmullet.

- b. the name and address of the registered owner/s
- c. any burdens, for example, rights of way or charges (mortgages) affecting the property.

Unregistered Land: If the club's real property is unregistered land then documents relating to the land are registered in the Registry of Deeds. Such land relates to land that has not been registered in the Land Registry. The Registry of Deeds regulates priorities relating to documents over the same piece of land. Therefore, if a club does not register a document/deed it may lose priority to another individual/group. The Registry of Deeds does not register or guarantee title like the Land Registry, it merely governs priority between those with interests in the land. Advantages that arise from registration include:

- a. generally a registered deed prevails over an unregistered deed, regardless of which was created first or the nature of the interest created by a registered deed
- b. registered deeds take priority according to the order of their registration.

In cases all cases, whether land is registered or unregistered, the fact that one Trustee represents the County Committee and one represents the Provincial/Central Council does not affect the ownership of the property by the Club, it in fact safeguards the Club's ownership. The Club should adopt a resolution to indemnify and save harmless its Trustees in their capacities as such by the Club in accordance with rule 10.12 of the Club Constitution. In accordance with Rule 5.3

- g. of the Official Guide each unit of the Association shall indemnify and save harmless a Trustee in respect of any loss or out of pocket expenses bona fide incurred by him in or about the execution of their powers or duties.

Transfers of Land Commission Trust Property

Where the property is acquired by allotment from the Land Commission under the Land Acts, the Commission look after the legal formalities and ultimately the ownership is registered in the Land Registry. It is important to note that under the Land Act 2005 it is proposed that such trusts be abolished.



The History of the Land Commission Lands and Land Acts

One of the proposals under the Act is to allow the Minister for Agriculture and Food to arrange the transfer of title of former Land Commission Trust properties at the request of trustees of such properties. Under the Irish Land Act of 1903 a scheme was initiated whereby the Land Commission made land available for use by community and sporting organisations, including the GAA. This scheme was later extended under Section 30 of the Land Act 1950.

GAA clubs listed on Department of Agriculture records as being property which was formerly Land Commission property and therefore is affected by the provisions of the Land Act 2005.

As a result of the statutory provisions a considerable number of Association grounds were purchased under the scheme by trustees on behalf of various Clubs on trust to use the lands for the playing of GAA games and for other purposes affiliated with the rules of the Association. The scheme provided that the Minister for Agriculture appointed trustees to hold the lands on trust for the Department of Agriculture (formerly the Land Commission). Traditionally, the trustees were nominated by the GAA and usually were comprised of 3 local trustees from the local GAA club together with one representative from County Board level and one representative from Provincial Council level.

The trustees were registered as full registered owners in the Land Registry and simultaneously executed a declaration of trust in favour of the Minister for Agriculture confirming that they agreed to hold the said lands on trust for the Minister.

Changes Under Land Act 2005

Under the Land Act 2005 the Minister has now proposed that the Department of Agriculture now abolish the trusts in favour of the Department of Agriculture in respect of the various Association grounds. It is intended that the Minister vest absolute title in GAA grounds to each club's five trustees, which should be comprised of three local trustees, one trustee from County Board level, and one trustee from Provincial Council level. In the event that clubs trustees are not properly constituted at present the Department intend to regularise this prior to proceeding with any disposal.

Details of requirements from Trustees under 2005 Act:

- a.** Written request to Department to authorise transfer:

Under the 2005 Act trustees of the Club must consent to the divesting of the Minister's interest in said property and also request the transfer in writing of club property to be held by the club trustees as absolute owners and no longer subject to the trust in favour of the Minister for Agriculture. A written request should be completed by the current trustees of the club authorising said transfer

together with a request from Club Secretary and Chairman.

The Department of Agriculture have requested that Club Chairman and Secretary complete the written request to the Department to authorise the transfer.

All Association property is held on trust by club Trustees for the GAA. This is a requirement under Rule 46 of the Official Guide. We therefore require trustees to enter into the GAA standard form declaration confirming that they agree to hold their interest in the property on trust for GAA and subject to the rules of the Association. In addition we require club trustees to be regularised so that there are 5 trustees in total 3 from club level, one from County level and one from Provincial level.

- b.** Indemnity in favour of Department of Agriculture:

Furthermore, the Department of Agriculture require that trustees give a written indemnity in favour of the Department of Agriculture. In effect, this indemnity requires trustees to compensate the Department of Agriculture in the event of any claims for loss of use arising out of the proposed disposal of the Minister's interest under the 2005 Act. This can arise in a situation where club property is used by other parties other than the GAA Club. The Minister is intending to dispose of her interest under the trusts. In the event of further demands arising by a third party after the date of transfer of land the Minister requires each trustee to be personally responsible for any claims arising thereunder.

This is an extremely important provision of the 2005 legislation. Trustees are held personally liable for any losses arising as a result of their position as trustee. They should therefore consider carefully the proposed indemnity, (see appendix 3) included in the letter authorising the transfer. Trustees should also make arrangements to speak with their Solicitor and have him or her advise on the implications of executing the form of indemnity herewith. The Department of Agriculture advise that they require a completed Indemnity in respect of every trust property prior to disposal occurring signed by the Club's 5 Trustees.

When all necessary documents are with the Department and a standard form Declaration of Trust has been executed the Department of Agriculture shall then proceed with the transfer. As there are many clubs throughout the country affected by the legislation it is proposed that the Department deal with the clubs on a first come first served basis. In addition the Department are required to advertise the proposed disposals in the State periodical Iris Oifigiúil and local newspaper.

If your club wishes to proceed and complete the below requirements, the Department will arrange for the transfer with the Property Registration Authority free of charge.

In order to have matters proceed Clubs are asked to complete the following documents:



- Both current trustees and the Club must request the transfer in writing. The Club letter should be signed by the Chairman and the Secretary.
- The letters should request the Minister to transfer the land to the Club. The names of the Club trustees must be provided in writing and signed off by the Chairman and the Secretary. The trustees nominated must include a County Board and Provincial representative.
- Indemnity as required by the Department of Agriculture signed by the Chairman, the Secretary and the trustees.
- Completion of an Agreement of Transfer signed by the trustees.
- Club Questionnaire.
- Completion of a GAA Declaration of Trust signed by Trustees.

N.B.

- Unsigned or non up to date Declarations of Trust means that the Club is not properly constituted and will not be able to avail of grants or proceed with any property transactions i.e. disposal of property.
- The Declaration of Trust must be signed by the Club's 5 trustees, which should comprise of 3 local trustees, 1 trustee from County Board level and 1 trustee from Provincial Council level.
- The 5 named trustees must also be registered on the Club's Land Registry Folio. The trusteeship should be regularized before the transfer of lands can proceed. If this is the case the Club should contact the Department of Agriculture to make the necessary amendments.
- CGT Form: Transfers being carried out under the Land Act 2005 are not considered to be 'disposals' for the purposes of CGT as there is no change in the beneficial ownership. However, if a club subsequently sells the lands they will need to be registered. CGT form must be returned completed in order for the transfer of land to proceed.

For further information and forms please contact:

Tracey McGrath, Finance & Legal Officer,
GAA National Finance Department, Croke Park:
tracey.mcgrath@gaa.ie

Child Safeguarding

Risk Assessment and Child Safeguarding Statement

Clubs, County Boards, and other units of our Associations providing relevant services to children, must under legislation and in accordance with Association rules prepare and display a Child Safeguarding Statement. The Child Safeguarding Statement cannot be agreed until a Risk Assessment has been carried out.

Risk Assessment: Our Associations provide what is

titled a 'relevant service to children' and must therefore complete the risk assessment and safeguarding statement process. The risk assessment considers the potential for harm to come to children while they are in our care. It should be noted that risk in this context is the risk of abuse and not general health and safety risk. Once we recognise the potential risk, we then use the outcome of the risk assessment to draft a Child Safeguarding Statement and the Statement outlines how these risks will be managed. A risk assessment should enable us to identify any potential risks and the policies and procedures that minimise the risk by responding in a timely manner. To assist in this process, we have designed a Risk Assessment document for the Gaelic Games Associations.

<https://www.gaa.ie/the-gaa/childwelfare-and-protection/children-first>

Child Safeguarding Statement: The Child Safeguarding Statement which follows on from the risk assessment is the Statement agreed by the Club Executive or County Committee that outlines the policies and procedures which are in place to manage the risks previously identified in the risk assessment process. A comprehensive Child Safeguarding Statement, available in draft format at

<https://www.gaa.ie/thegaa/child-welfare-and-protection/children-first>

specifies our Association services, policies, codes and guidance and the principles and procedures we observe that ensures a child availing of our services is, as far as is practicable safe, from harm.

The draft Statement should be assessed and examined to ensure it addresses the safeguarding procedures in your unit.

- Review the Risk Assessment & Statement process every 24 months
- The Child Safeguarding Statement must be circulated to all members, must be signed, contain the Club/County logo as appropriate, must contain the name of the first point of contact in respect of the statement and must be displayed publicly
- Where one overall Committee at Club level caters from the promotion of our games at underage level you are only obliged to complete one Statement procedure. If a Club has more than one Committee, e.g. a GAA, or Camogie or LGFA, then each Committee may complete their own risk assessment or agree to produce a joint Child Safeguarding Statement

In line with regulations please see attached link to Club Safeguarding Template

[Club Safeguarding Template](#)



Playing Eligibility / Transfers / Declarations (T.O. 2021)

6.1 - Transfers and Declarations - Association's Ethos
As the Gaelic Athletic Association is community centred, based on the allegiance of its members to their local Clubs and Counties, the Transfer and Declaration Rules in this Official Guide and in County Bye-Laws reflect that ethos. A player is considered to owe allegiance and loyalty to his First Club and County, as defined in these Rules.

6.2 - Playing Membership Requirements

- a. A player must be a registered Full Member or Youth Member of a Club and the Association.
- b. A player may not be a member of a Club for which he is ineligible to play.
- c. **Infractions and Penalties:**
 - (i) Competing for a Club for which one is ineligible to play within the County of one's Own Club:
Player - 12 weeks Suspension;
Club Chairperson and Secretary - 12 weeks suspension;
Team -
 - (1) On a proven Objection - Award of Game to the Opposing Team,
 - (2) On an Inquiry by the Committee-in-Charge - Forfeiture of Game without Award of Game to the Opposing Team, or Fine, depending on the circumstances.
 - (ii) Competing for a Club for which one is ineligible to play outside the County of one's Own Club: **Player** - 48 weeks suspension;
Club Chairperson and Secretary - 48 weeks suspension;
Team: as above.

6.3 - Definitions

First County: the County in which a player's First Club (or Club within an Independent Team) is located.

Own County: the County in which a player's Own Club (non-College) is based.

First Club: The Club (or Club within an Independent Team) with which a player first legally (i.e. in accordance with Rule and Bye-Law) participated in Club Competition at U-12 Grade or Over (including Go-Games) organised by the County Committee or one of its Sub-Committees in the County of his permanent residence.

Own Club: the Club (non-College) of which an individual is currently a playing member.

Catchment Area: An area determined by the County Committee as representative of the hinterland of one or more Clubs. The Boundaries of Catchment Areas may be determined by reference to Parishes (subject to County Boundaries) or other criteria.

Permanent Residence: Unless otherwise defined in Bye Law, a place of Permanent Residence of a person shall be the domestic property where (by reference to

actual overnight presence, his own or his family's ownership of or tenancy in the property, his place of non-temporary employment, and such other factors as may be considered appropriate) the Council or Committee assessing the question considers his principal private residence to have been for at least the previous month and is likely for at least the ensuing year. Residence for the purpose of attending a Primary or Post Primary School or a Higher Education College shall not qualify as a Permanent Residence for the purposes of this Rule.

A County may deem certain states of affairs to constitute permanent residence for the purpose of its Bye-Law. For the purpose of applications for Inter-County Transfers, the foregoing definition shall prevail.

Other Relevant Connection: A player shall be considered to have an 'Other Relevant Connection':

- a. **With a particular County if:**
 - (i) The player's parents at the time of the member's birth were permanently resident in that County.
 - (ii) That County is the County of the first Club of either of his parents.
- b. **With a Particular Club if:**
 - (i) The player's parents were at the time of his birth permanently resident in the present Catchment Area of that Club.
 - (ii) In the case of a player whose parents were permanently resident in Co. Dublin at the time of this birth, that Club was the First Club of either of his parents.
 - (ii) County Bye-Laws either define generally or for specific cases that particular factors give rise to such a connection.

6.4 - Attachment to First Club

- a. For the purposes of this Rule, a person first becomes a member of the Association by joining a Club of the Association, as a Youth Member or a Full Member (as appropriate), within the County of his permanent residence.
- b. Counties shall prescribe by means of Bye-Law the extent (if any) to which a person first becoming a member of the Association may have a choice as to what Club he joins within the County
- c. Bye-Laws may allow a person seeking to become a member of the Association an unfettered choice of Clubs or a limited choice of Clubs (e.g. where choice is limited by permanent residence in or other relevant connection to a Catchment Area and there is more than one Club in a particular Catchment Area), or no choice at all (e.g. where choice is limited by permanent residence in or relevant connection to a Catchment Area and there is just one Club within that Catchment Area).
- d. When a player first legally participates in Club Competition with a Club (including a Club within



an Independent Team) at Under 12 Grade or Over (including Go-Games) organised by the County Committee or one of its Sub-Committees, that Club becomes his First Club.

- e. Where the Club or all of the Clubs which an intending member is entitled to apply to join refuse to accept him as a member, the County Committee may authorise him to apply for membership of such other Club(s) as it deems appropriate having regard to the spirit of the Rules and Bye-Laws applicable.

6.5 - Transfers Within County

- a. A County shall have a Bye-Law governing the transfer of players from one Club to another within the County. 74 Such Bye-Law shall be consistent with Rule. Such Bye-Law may restrict the eligibility of a player to a transfer by reference to such matters as the County shall consider appropriate (e.g. by reference to permanent residence or Other Relevant Connections between the transfer applicant and the Catchment Area of the proposed new Club etc.). A County shall have the option, within County Bye-Law, to allow a player to play with a Club in the area in which he works. Additional restrictions of a procedural nature may be imposed if the County considers them appropriate (e.g. limiting the time within a given year when transfer applications might be made).
- b. A player who wishes to leave one Club to join another in the same County must apply to the County Committee for a transfer.
- c. The County Committee shall delegate consideration of Applications to its Competitions Control Committee. If requested by any party involved, the Committee shall give the applicant and the two Clubs concerned the opportunity of attending a convened hearing to outline their respective positions on the application.
- d. The Club of the player seeking a transfer shall be notified of the application and its observations shall be considered if received within such time as may be directed by the Competitions Control Committee.
- e. The Competitions Control Committee shall make its decision in accordance with Rule and County Bye-Law.
- f. An appeal against a decision on a Transfer may be made in writing by an aggrieved party to the County Hearings Committee. It shall be made within three working days of the receipt of notification of the decision, it shall state the grounds on which the appeal is being made and shall be signed by the appellant player or in the case of a Club, by its Secretary. Other formalities regarding submission of Appeal (e.g. provision of

duplicate copy, fee) outlined in Rule 7.11 (f) to (i), are not applicable in this case. All other relevant sections of Rule 7.11 shall apply. An appeal may only be upheld on the basis of the provisions outlined in Rule 7.11(o).

- g. The Transfer becomes effective: - On the expiry of the period allowed for an Appeal against the decision on the Transfer application or, if an Appeal is submitted, on the making of a decision on the Appeal and - On Rule 2.3 being subsequently complied with.

Mayo GAA Bye-Laws 2021

Approved by An Coiste Bainistíochta, on behalf of Ard Comhairle 26 Feabhra 2021

6. Catchment Areas for Clubs:

In accordance with Rule 6.3, the County Committee shall determine a Catchment Area for each Club in the County which shall be a Parish (the District under the jurisdiction of a Parish Priest or Administrator) shall be in force in the county, subject to the overall authority of the Co. Committee i.e.

Attachment to First Club:

A person on first becoming a member of the Association as a Youth Member or an Adult Member shall be restricted to joining the Club in the Catchment area of his permanent residence or the Club in the Catchment Area where the persons parents/guardians were permanently resident at the time of his birth.

If no such Club exists, a Player may with the permission of the County Committee, play with the nearest Club to his place of permanent residence, or as directed, by the County Committee, in exceptional circumstances.

To be eligible for selection on any Mayo inter-County Panel a Player must first be a current paid and registered playing Member of a GAA Club, in the particular year.

7. Permanent Residence,

In the context of these Bye-Law and Rule 6.3, T.O. 2020, permanent residence shall mean residing at a fixed address for a minimum period of eight consecutive weeks, prior to the date of the Transfer application. Documentary proof of such residence shall be required. Residence in a Club catchment area for the purpose of attending a Primary School, Post-Primary School or Higher Education College, shall not qualify as a Permanent Residence, for the purpose of this Bye-Law.

8. Playing Restrictions (Club) - RULE 6.8 OFFICIAL GUIDE 2020

- a. Subject to Rial 6.8 T.O 2020 Competitions Control Committee may consider applications for permission to play at under age level to players who's own club are unable to field at a particular age level and make recommendations to the County Committee whose decision shall be final.
- b. Subject to Riail 6.8 of An Treorai Oifigiúil 2020 a



player from an separately affiliated football club may be granted permission to play hurling with a dual club.

- c. Parentage Rule- a player may apply for permission to play with a club in a catchment area in which his parent was a player in adult competitions or in exceptional circumstances, a member, who over a reasonable period of time, made a proven contribution to that club.
- d. Applications for both Permissions to Play must be signed by the Applicant, in person, on the official form, to be had from the County Secretary and must state the exact grounds on which such application is based. In the case of underage Players (up to and including under-18 grade) an application for Permission to Play must be accompanied by an authorisation, signed in person by the applicant Player's Parent(s) or Guardian(s).
- e. Proximity to Club Base- A player may apply for permission to play to the club/Independent Team based on proximity to club ground
- f. The County Committee shall appoint a Boundaries, Bye Laws and Amalgamation Committee to deal with applications for amalgamation from underage and adult clubs. The committee shall make recommendations to the County Committee.
- Such applications for permission to play shall be processed in accordance with Coiste Chontae Mhaigheo Bye-Laws and the County Committee's decision on such applications shall be final.

9. TRANSFERS:

- a. Applications for Transfers must be signed by the Applicant, in person, on the official form, to be had from the County Secretary and must state the exact grounds on which such application is based. In the case of underage Players (up to and including under-18 grade) an application for Transfer must be accompanied by an authorisation, signed in person by the applicant Player's Parent(s) or Guardian(s).
- b. Applications for Transfers within the County must be submitted by the 15th March to allow CCC sufficient time to process the applications.
- c. All applications for transfer shall be made on the official form supplied by the County Secretary.
- d. A transfer may be granted to a player who is in permanent employment in another catchment area even though he resides in his native parish. In the event of a dispute his first club shall have first call on his services.
- e. Parentage Rule - a player may apply for a transfer to a club in a catchments area in which his parent was a player in adult competitions or in exceptional circumstances, a member, who

over a reasonable period of time, made a proven contribution to that club-

- f. A player may apply for a transfer to a club/Independent Team based on proximity to club ground
- g. A player whose permanent residence is changed to the area of the club to which he wishes to be transferred. Permanent residence shall mean residing at a fixed address for a minimum period of eight consecutive weeks, prior to the date of the Transfer application.

As the GAA is community centred and is also based on the allegiance of its Members and Players to both our Gaelic Games and their local Clubs; the object of which is to promote the Association's aims at local level, the Transfer Rules in the Official Guide and these Bye-Laws reflect that ethos. A Player is considered to always owe allegiance and loyalty to the Club with which he first legally participated in official Club competitions in County Mayo.

Mayo GAA Management Appointment Policy Summary

WHEN a management vacancy arises, clubs are invited to nominate candidates for consideration. Clubs should ensure that their nominee is willing to let his/her name to go forward. Clubs will be given 2 weeks to nominate candidates with a closing date and time specified for receipt of nominations.

A Manager Appointment Committee will be appointed by the County Board Executive of Mayo GAA for each Manager appointment. The Chairperson of the County Board will be the Chairperson of this body.

MANAGEMENT APPOINTMENT COMMITTEE

The management appointments committee will be ratified by Coiste Bainistí and will consist of a minimum of 5 of the following:

- Chairperson of Mayo County Board
- Secretary of Mayo County Board
- Treasurer of Mayo County Board
- Coaching Officer of Mayo GAA
- HR (External nominee)
- Former Mayo player
- AN Other

All members of the committee will declare and sign, in advance, that they have no conflict of interest with any of the candidates.

All members of the interview team, not already trained in competency-based interviewing will receive training in advance.



THE RESPONSIBILITIES OF THE MANAGEMENT APPOINTMENT COMMITTEE WILL INCLUDE:

- Ensuring the overall integrity of the recruitment and selection process.
- Managing the short-listing and interview process - including the explanation of procedures to candidates.
- Organising the date, time a venue for interviews and any other related logistical arrangements.
- Ensuring that the selection reports and manager recommendation are prepared at the conclusion of the process and signed by all of the Appointment Committee members.
- Advising unsuccessful candidates in writing.
- Maintaining the confidentiality of the process

Each nominated candidate will receive a job description for the manager position and requested to complete an application form and submit that to the Chairperson of Mayo County Board with a closing date and time specified for receipt of completed applications.

INTERVIEW PROCESS

Following shortlisting of candidates each candidate will be requested to present for interview. Details of the interview, (date, time and location) interview process (20-minute presentation + interview) and the interview type (competency based) and competencies (not more than 5)) that they will be examined on will be given to each candidate. The interview will consist of:

An initial 20-minute presentation outlining the candidate's application and including: vision for position, skills and experience, team expectations, backroom team and resources required, management style, indicative budget and why he/she is the best candidate for the position.

A scoring system, which the candidates will be familiar with, will be used by the members of the interview board to ensure transparency and fairness. This task will be completed once the final candidate has been interviewed.

Candidates will be contacted by the chairperson of Mayo County Board and informed of the outcome of the selection process and will be given their marks if requested.

The name of the successful candidate and his/her management team will be presented to the Mayo County Board Executive and Mayo GAA county board for ratification.





OPERATIONS PROCEDURES –

SECTION 8

BORD na nÓG



Terms of Reference and Operating Procedures for Bord na nÓg Mhaigh Eo

Bord na nÓg Mhaigh Eo

Bord na nÓg Mhaigh Eo is established as a ratified sub-committee of Coiste Contae Mhaigh Eo (Mayo County Board).

Bord na nÓg Mhaigh Eo Statement

Bord na nÓg Mhaigh Eo is committed to creating and maintaining the safest possible environment for all youths participating in our Gaelic Games and related activities. Bord na nÓg will continue to establish high level structures designed to support the development of young players, ensuring their welfare and wellbeing is prioritised.

Bord na nÓg aspires to create 'best in class' coaching structures by treating all coaches and volunteers with respect and provide comprehensive supports to allow volunteers carry out their responsibilities.

Remit of Bord na nÓg Mhaigh Eo

1. The work of Bord na nÓg Mhaigh Eo (BNÓME) shall be guided by the Ardchoiste Contae Mhaigh Eo (Mayo County Board Exec), Croke Park and the bylaws of BNÓME, as ratified by the Executive and Delegates at meetings of Coiste Contae Mhaigh Eo (Mayo County Board).
2. BNÓME will be required to put in place the necessary administrative structures to manage Gaelic Games at underage level in Maigh Eo.
3. In conjunction with the Children's Officer, BNÓME will ensure the GAA Code of Behaviour is implemented and complied with, and all other related procedures policies are adhered too.
4. BNÓME shall have the flexibility to tailor its work to important matters arising at club and county level.
5. BNÓME may establish sub groups to deal with specific issues and the sub groups shall report back and may make recommendations to the committee. Sub groups should be given a clear mandate and terms of reference. The Cathaoirleach of a sub-group shall be a member of BNÓME, and be appointed by the Chairperson of BNÓME.

Role of Bord na nÓg Mhaigh Eo

1. Provide and maintain the safest possible environment for young people who participate in our Gaelic Games and associated activities. Protect young players from harm, discrimination or degrading treatment, and prioritise their well being.
2. Prepare an Annual Strategic Work Plan which will outline priorities for clubs and for county teams.
3. Develop a philosophy of coaching for BNÓME in consultation with senior and under age coaches, members/delegates and Coiste Contae Mhaigh Eo (Mayo County Board).

4. Keep administrative structures up to date and ensure that all delegates engage with fixtures planners and policy development.
5. Maintain a positive attitude in promoting and developing Gaelic Games at underage level.
6. Remain strategic and influential, rather than becoming a forum for conversation.
7. Show respect in liaising with officers, delegates, coaches, volunteers and players of all clubs.

Membership

The current membership of BNÓME at 18no, ratified by Coiste Condac Mhaigh Eo (Mayo County Board), consists the following: -

• Memberships.

The Mayo GAA Bord na Nóg Executive is filled with a Cathaoirleach (nominated by the County Executive), Rúnaí (elected at Convention). There are four Divisional Representatives who are nominated through each Divisional Board. A hurling representative is also on the Executive. In 2020 it was agreed that from time to time (primarily for Gradings) the Divisional Rúnaí will be asked to assist at meetings.

- Start dates for all Under age Leagues and Championships
 - U-11 Spring League April -Mondays
 - U-15 League-Mid Mrach-Tuesdays
 - U-13 League-Mid March-Thursdays
 - U-17 League-Early March-Fridays/Sundays
 - U-12 League -August-Mondays
 - U-16 Championship-August-Tuesdays
 - U-14 Championship August-Thursdays
 - Minor Championship-August-Fridays
 - U-7/U-9-Alternate Saturdays May
 - U-15 Féile August TBC

Bord na nÓg Rules Covering the following age groups; U-18, U-16, U-15, U-14, U-13, U-12, U-11, U-10 and U-8
General Rules Applicable to All.

1. The first named team has home advantage. *ALL*
2. If the appointed referee fails to turn up the replacement referee must be from the referee's panel. If the two clubs agree on the replacement referee, the game can go ahead. *ALL*
3. Postponements will not be granted, except by mutual agreement between the two clubs involved. The agreed new date must be within two weeks for the game to be played and the Rúnaí must be notified in writing on or before the date of the original fixture as to when the refixture will take place .If the Rúnaí does not have this information, the game will be null and void with the loss of points and a fine will be imposed on for both clubs. *ALL*
4. Postponements will only be granted when a Postponement Form (Appendix. 1) is fully completed and returned to the Rúnaí. If the Rúnaí is not in receipt of a postponement form before the date of the original fixture, the game will be null and void



- with the loss of points and a fine of €250 will be imposed on clubs.
5. Any games re fixed by the county Bord na nÓg/Divisional Board cannot be postponed by mutual agreement. No postponements will be allowed for the final round of the league and all previous rounds must be completed before the final round. *ALL*
 6. Any un-played rounds will be declared null and void. *ALL*
 7. A fine of €250 per game will be imposed in respect of each unfulfilled league and championship fixture. *ALL*
 8. The referee is responsible for texting or ringing results into the county PRO. All results for the week must be in by 6.00pm on Sunday nights if they are to be included in the results section of the national papers on Monday morning. *ALL*
 9. Clubs will be fined for games that do not start on time, in line with fine imposed for county senior league. *ALL*
 10. Only the official team parties are allowed inside boundary fences i.e. maximum of twenty-five players and five officials. Fine of €75 for breaches. *ALL*
 11. Clubs will be formally notified once a fine has been imposed for breach of rules. All fines must be paid by end of calendar year in order for a club to be eligible to enter a team in the following years league.
 12. Where a pitch is unplayable, the team must notify Bord na nÓg secretary at assistantsecretary.mayo@gaa.ie the referee and the traveling team. They must make arrangements for an alternative pitch. If the home teams are unable to find an alternative, then they must travel to their opponents. *ALL*
 13. The home team must give four hours' notice to all parties concerned, Failure to comply will result in a fine of €250 and the game forfeiture of home advantage for a re fixture. *ALL*
 14. **Substitutes:** Six substitutes allowed in the league and championship U-18. Unlimited substitutes allowed in the U-16 league, six substitutes allowed in the U-16 championship. Five substitutes allowed in the U-15 league. In all league and championship games from U-14 downwards there will be no limit to the amount of substitutions.
 15. In the event of a tie-on points in the Minor league rules as T.O. will apply. In the event of a tie between two teams in all other leagues, a playoff is necessary.
 - 15a. In any League or Championship competition, where there is a three-team playoff to decide relegation or semi-final positions, if any of the three teams participating in the playoff concedes a game then, in addition to any fine imposed under rule, that team will be debarred from any further participation in that competition. *ALL*
 - 15b. Where there is a single league there will be two semi-finals, the first team will play the fourth team and the second team will play the third team. *ALL*
 16. In the minor league the top team in the league goes to the Final. Teams 2 and 3 play in a semi-final with the winner playing team 1 in the Final. *U-18*
 17. The top two teams in the league will have home advantage. *ALL*
 18. In a division where there is an A and B section the top team in A will play runners-up in B in semi-final 1, the top team in B will play runners-up in A in the other semi-final. The top team having home advantage in both cases. *ALL*
 19. In the event of a draw in league semi-finals and finals two periods of 10 minutes of extra time must be played. If level after this, then two periods of five minutes will be played. If still level 5 penalties per team will be taken. Sudden death penalties will take place if teams tied after 5 penalties. *ALL*
 20. In the event of a draw in any championship games (Knockout stages only) extra time must be played, with the exception of the County *U-18A* Championship Final. Two by 10-minute periods followed by two by 5-minute periods if still level. If still level 5 penalties per team will be taken. Sudden death penalties will take place if teams tied after 5 penalties. *ALL*
 21. If the U-18A county final ends in a draw then it must go to a re-play.
 22. Where a club has two teams, they must submit a panel of fifteen players to the secretary of Bord na nÓg at assistantsecretary.mayo@gaa.ie. These 15 players can only play in an A championship and division 1 and 2 of the league, for teams in division 3 who wish enter a second team the same rules must apply. (Subject to Rule 6.19 of the T.O.) *ALL*
 23. In the event of a clash of colors' for any underage fixture, both teams must change to an alternative color unless otherwise agreed with both clubs, if in league or championship semi-final/final, the alternative color must be forwarded to Bord na nÓg Secretary at assistantsecretary.mayo@gaa.ie along with the team sheets. A fine of €250 per game will be imposed on each team if either team does not meet this requirement. *ALL*
 24. Team sheets for all League and Championship Finals must be submitted three days in advance to the Bord na nÓg Secretary at assistantsecretary.mayo@gaa.ie. A fine of €250 per game will be imposed on each team if either team does not meet this requirement. *ALL*



25. All trophies for Winners in all Competitions must be returned by 1st April to MacHale Park and must be clearly labeled for the particular competition and the Club name as winners in 2018. Failure to do so a fine of €250 or replacement of trophy of equal value and loss of rebate of funds to clubs. *ALL*
26. The Bord na nÓg executive has the right at any time to refer any rule or fixture to the CCC for clarification or amendment if it is considered necessary in the interest of our games and fair play. *ALL Rules specific to Minor, U-16 and U-14 Competitions*
27. All games in div 1 and 2 shall be 15-a-side *U-18/U-16/U-14* 28. A team in Div 1 or 2 may play 13 a side if they get permission from Bord na nÓg, before the league starts. However, if both teams have 18 players or more players to play league or championship games, they must play a 15-a-side game. *U-18/U-16/U-14* 29.
28. All games in division 3, 4 and 5 will be 13 a side but if both teams have 18 players or more players to play league or championship games, they must play a 15-a-side game. *U18/U16/U-14* 30. All U-18A championship games shall be 15-a-side.
29. All U-16A championship games shall be 15-a-side. All under 14A championship games shall be 15-a-side 31.
30. All U-18B championship games shall be 13-a-side but if both teams have 18 players or more players to play games, they must play a 15 aside game
31. All U-16B championship games shall be 13-a-side except where both teams have panels of 18 or more players available to play a particular game; they then must play a 15-a-side game
32. All U-14B championship games shall be 13-a-side but if both teams have 18 players or more players to play games, they must play a 15-a-side game *U-18/U-16/U-14*
33. Any team that wins the B championship shall play in the A championship in year 3. *U-18/U-16/U-14*
34. The county U-18 championships will be all county championship consisting of a number of groups, the groupings and the competition will be decided by the executive of Bord na nÓg . The county U-16 championships will be an all-county championship consisting of number of groups, the groupings and the competition will be decided by the executive of Bord na nÓg The county U-14 championships will be an all-County Championship, the groupings and the competition will be decided by the executive of Bord na nÓg . *U-18/U-16/U-14 Rules Specific to Minor Competitions* 34. All division 1 and 2 teams must play in Divisional A championship. *U18*
35. Minor Summer League may be run during June, July and August, U-18 if there is sufficient interest from clubs.
36. The summer league will be an all-county league consisting of number of groups, the groupings and the competition will be decided by the executive of Bord na nÓg *U-18*
37. It will be optional for clubs to enter. *U-18*
38. Top team in each group will have home advantage in semi-final. *U-18*
39. It will be a 13 A/S competition but if both teams have 18 players or more players to play a summer league game, they must play a 15-a-side game. *U-18*
40. All rounds must be played before scheduled last round *U-18*
41. If in summer league semi-final or finals end in a draw, extra time must be played. *Rules Specific to U-15 Competitions*
42. All games in div 1 A and 1 B shall be 15-a-side *U-15*
43. All games in div 2 A and 2 B, 3A and 3B, and 4A and 4B shall be 13 a side except where both teams have panels of 18 or more players available to play a particular game; they then must play a 15-a-side game. *U-15 Rules Specific to U-14 Competitions*
44. Only two plays of the ball (one hop and one solo or two solos) In all league and championship games *U14*
45. For all u14 league and championship games only goalkeeper may kick the ball from his hands after a score or a wide from the small square. *U-14*
46. For the purposes of Féile qualifying competitions all participating teams will play under National Féile Playing Rules. *U14*.
47. All U-14 11-a-side league and championship games are 25 minutes per half duration. *U-14 Rules Specific to U-13 Competitions*
48. There will be one league in U-13s, this league will also be a grading league for U-14 leagues in the following season; All clubs must play in this league.
49. All games in div 1A,1B,2A and 2B shall be 15 a side *U13*
50. All games 3A, 3B, 4A and 4B shall be 13-A-S games except where both teams have panels of 18 or more players available to play a particular game, then they must play a 15-a-side game. *U-13*
 - There will be 50 minutes duration,
 - Size 4 football to be used,
 - Temporary goalposts with nets placed on the 13m lines, shall be used.
 - Small parallelogram only and 13m line to be marked. Any fouls inside this parallelogram will result in penalty kick from the 13 metre out.
 - The goalkeeper may kick the ball out from his hands, after a score or a wide. Any other player taking a kick out must do so from the ground. All kick outs must be taken from the small parallelogram. • A player in possession of the ball



shall only make one hop one solo or two solos run before playing the ball away.

- Goalposts to be a minimum of 15 wide and 6” high with upright at least 6” high.
- 45s shall be taken from the official 45m line and from the ground only.

Rules Specific to Under 12 Competitions

1. Each team to hand a written panel of players to referee before the start of the game, each player within this panel to play at least one quarter, i.e. 13mins. If teams do not comply with this, referee will note in his report and team will be deducted 2 points in the league.
2. All games at U-12 level will be maximum 13-a-side
3. There will be 52 minutes duration,
4. Size 4 football or smart touch ball to be used,
5. Temporary goalposts with nets placed on the 13m lines, shall be used.
6. The goalkeeper may kick the ball out from his hands, after a score or a wide. Any other player taking a kick out must do so from the ground. All kick outs must be taken from the small parallelogram.
7. A player in possession of the ball shall only make one hop one solo or two solos run before playing the ball away.
8. Goalposts to be a minimum of 15 wide and 6” high with upright at least 6” high. 45s shall be taken from the official 45m line and from the ground only.
9. All frees must be taken by the person that was fouled.
10. No penalties allowed in the U-12 leagues
11. A player in possession of the ball shall only make one hop one solo or two solos run before playing the ball away.
12. There will be no finals, league will end after last round of league and no games played after last round will affect league tables. Scoring System.
 - ❖ 1 points when the ball is played over the crossbar
 - ❖ 3 points when the ball is Played under the cross bar, Duration of games
 - ❖ 52 mins with 4 quarters – i.e. 13 mins each quarter, Teams change sides at end of each quarter, 3 mins break between 1st and 2nd quarter and 3rd and 4th quarter, 5 mins break at half time.
 - ❖ Remember each player must play in one full quarter and where possible all subs and players to receive equal playing time.

Rules Specific to U-11 Competitions

1. U-11 leagues will be coordinated in each division by the Divisional Boards under the rules as set out by Bord na nÓg and Mayo Coaching Administration Committee
2. Divisional Boards will do draws in each of the

divisions. Participating clubs are requested to appoint referees for those games that have the “GO GAMES” refereeing course completed.

3. There will be no tables maintained of results; the purpose of those games will be participation, enjoyment of our games, skill development and preparation for mini leagues in U-12 in the following year *U-11*
4. All games maximum 11-a-side, unlimited number of subs are allowed to play in mini leagues.
5. Playing Area 90m x 40-50m (2 Playing Areas fit on 1 standard pitch) The main pitch is divided into 2
6. Playing Areas. Playing across the pitch may be preferable to allow more width in each Playing Area
7. No zones – free movement permitted.
8. For games in the U-11 leagues;
 - Size 4 football to be used
 - Temporary goalposts with nets placed on the 20metre lines, shall be used.
 - All frees must be taken by the person that was fouled.
 - No penalties allowed in the under 11 leagues.
 - The goalkeeper may kick the ball out from his hands, after a score or a wide, any other player taking a kick out must do so from the ground, all kick outs must be taken from the small parallelogram.
 - A player in possession of the ball shall only make one hop one solo or two solos run before playing the ball away.
 - Goalposts to be a minimum of 15 wide and 6” high with upright at least 6” high.
 - 45s shall be taken from the official 45m line and from the ground. Scoring System.
 - ❖ 1 points when the ball is played over the crossbar
 - ❖ 3 points when the ball is Played under the cross bar, Duration of games
 - ❖ 40 mins with 4 quarters – i.e. 10 mins each quarter, Teams change sides at end of each quarter, 3 mins break between 1st and 2nd quarter and 3rd and 4th quarter, 5 mins break at half time.
 - ❖ Remember each player must play in one full quarter and where possible all subs and players to receive equal playing time The Divisional Board committee needs to know home venue for amalgamation teams.

“Go Games” Rules

Playing Rules U-8 and U-10’s U-8 “Go Games”

- Maximum 7-a-side games
- 1 goalkeeper, 3 defenders, and 3 attackers
- Playing Area 45m x 30m (4 Playing Areas fit on 1



standard pitch) Zones Two zones: 22.5m, and 22.5m. Players to remain within the zone to which they are assigned – Zones are suggested at Under 8 to avoid the crowding effect.

- Teams change sides at half-time.
- No formal team talks at 1st and 3rd quarter intervals. Duration of Games: All games 4 quarters, 7 minutes per quarter Four quarters are suggested to allow an interchange of positions (allowing all players to experience different positions). Playing the Games:
 - ❖ Play commences with a kick out from the hands.
 - ❖ The goalkeeper may advance 10m for a kick out.
 - ❖ The side-to-side (shoulder) charge is not allowed but incidental contact is permitted.
 - ❖ The ball may be caught in the hands and played away by kicking it.
 - ❖ The ball may be carried for four steps and players are restricted to one bounce per possession
 - ❖ Before playing the ball away.
 - ❖ They must make an attempt to pick the ball with the foot or as close as possible.
 - ❖ A player who is fouled takes the free from the hands and when an opponent fouls the ball e.g. over carries it, the player nearest to the ball takes the free.
 - ❖ When a free is awarded, the ball to be given, on the full, to the player taking the free kick. If this does not happen the ball is advanced 5m.
 - ❖ When a team plays the ball over the sideline, the opponent nearest to where the ball crosses the line takes the sideline kick from the hands.
 - ❖ When a defender plays the ball over his own end line, the other team are awarded a free kick from the 20m line.
 - ❖ Opposing players to be at least 5m from the player taking a free kick, sideline kick, 20m kick or kick out.
 - ❖ Free kicks should be no closer than 10m from the opposing end line Scoring System.
 - ❖ 1 point when the ball is kicked between the posts

U-10 “Go Games”

- ❖ All games maximum 9 A/S games.
- ❖ Pitch size 60m by 40m.
- ❖ 1 goalkeeper, 3 defenders, 2 midfielders and 3 attackers Playing the Games:
 - Play commences with a kick out from the hands.
 - The goalkeeper may advance 10m for a kick out.
 - The side-to-side (shoulder) charge is permitted.
 - The ball may be caught in the hands and played away by kicking it or striking it with the fist.
 - During the 1st and 3rd quarters players are to play the ball away by kicking it with the right foot or striking it with the right fist and during the 2nd and 4th quarter's players to play the ball away by kicking it with the left foot or striking it with the

left fist. A free is awarded to the opposition if there is an infringement of this rule.

- The ball may be carried for four steps before bouncing or toe tapping it – players are restricted to one bounce and one toe tap per possession.
 - The ball is picked up using the foot
 - A player who is fouled takes the free and when an opponent fouls the ball e.g. over carries it, the player nearest to the ball takes the free.
 - When a free is awarded the ball to be given, on the full, to the player taking the free kick. If this does not happen the ball is advanced 5m.
 - The opponent nearest to where the ball crosses the sideline takes the sideline kick from the hands.
 - When a defender plays the ball over his own end line, the other team are awarded a free kick from the 30m line.
 - Opposing players to be at least 5m from the player taking a free kick, sideline kick, 30m kick or kick out.
 - Free kicks should be no closer than 13m from the opposing end line. Scoring System.
 - ❖ 1 points when the ball is played over the crossbar
 - ❖ 3 points when the ball is Played under the cross bar,
 - ❖ 1 point when the ball is played between the posts
- Duration of games 4 X 8 minutes per quarter Four quarters are suggested to allow an interchange of positions (allowing all players to experience different positions Gum Shields. *ALL* It is compulsory that gum shields are worn during warm up activity, training and all games in the interest of player safety and for insurance cover, Without a gum shield a player is not protected against serious injury nor can corrective medical treatment be applied for through the player injury scheme R

Respect Initiative within Bord na nÓg Games in Mayo 2020 ALL

1. All Clubs are expected to adhere to the GAA Respect initiative, "Give Respect - Get Respect". This programme seeks to ensure that Gaelic Games are promoted and played in a positive, fair and enjoyable manner where players, coaches, spectators and referees, "Give Respect - Get Respect". From each other. Referees: To be welcomed to the GAA Club. Before the Game: Players to shake hands with their opposing player Players: Play by the rules and take responsibility for their own behavior whilst respecting opposition, Referees and officials Referees: communicate decisions to players in an effective manner After the Game: Players to line up behind their manager after the game to shake hands with the referee, opposing players and coaches Supporters: Remain in designated areas at the



side of the pitch/in the stand for the full duration of each game. Always respect the match officials' officials and encourage children to do likewise, Challenge Games Notification *ALL*

Clubs are reminded that the County Competitions Control Committee must be notified two days in advance of all challenge games at all grades in the county. For games within the province 3 days' notice is required. Failure to notify the Committee in writing will mean that the players will not be covered under the player's injury scheme. The notification must contain the following information:

1. The names of the competing teams.
2. The date and time of game
3. Grade of teams
4. Venue for game
5. Name of Referee The referee must be from the

county referee's panel, who shall submit a report to the relevant Board Rúnaí.

Notification of all challenge games within the county should be emailed to assistantsecretary.mayo@gaa.ie The form shall be fully completed and contain the name of the referee officiating at the games. Challenge game applications which are not fully complete will not be covered.

For games involving clubs from other counties in the Province, permission must also be sought from the Provincial Secretary at reception.connacht@gaa.ie Bord na nÓg Mhaigh Eo 2020

- Dates for Feile competitions
Two weekends prior to League which starts on St. Patrick's Day
- By laws for Feile Competitions
All rules of National Féile are adhered to.



Pictured are the Castlebar Mitchels camogie team after their recent win in Tooreen.



OPERATIONS PROCEDURES –

SECTION 9

PROJECTS AND POLICIES



Mayo GAA Procurement Policy

MAYO GAA policy is outlined below with regards to procure to pay cycle

- Purchase order (PO) numbers are required prior to any agreement to accept supply of goods or services to Mayo GAA.
- All PO numbers are recorded by the Treasurer of Mayo GAA and are allocated to those requesting the purchase prior to purchase.
- Creditor statements are reconciled once they are received.
- With regards to circumstances when the Treasurer is the requisitioner of expenditure the Assistant Treasurer as the second authorised individual.
- In respect of expenses Mayo GAA allocates same for authorised individuals for the purposes of out of pocket expenses.
- Such groups include players, backroom staff, staff members and county board officers.
- Expenses require prior approval from the Treasurer of Mayo GAA and are allocated to include mileage fees, accommodation, player welfare, stationary, IT and phone expenses. All such expenses require a PO prior to submission.
- In the case of mileage expenses are allocated at the current official GAA rate.

Mayo GAA Audit & Risk Committee (ARC) Terms of Reference

KEY CODE

ARC	Audit and Risk Committee of Mayo GAA
MCC	Mayo County Committee or Mayo County Board
CLGCARC	Chumainn Luthchleas Gael Central Audit & Risk Committee
EMCC	The Executive Committee of Mayo County Committee

PURPOSE

The remit of the ARC shall be to provide independent oversight and views on the express matters outlined within the Scope set out hereafter. The ARC aims to provide the members of the MCC with an external view on key governance, risk, financial and audit matters independent of the EMCC and to provide oversight on certain key governance issues, where requested.

SCOPE

Duties within ARC scope

The scope of the ARC's role will include oversight as a non-executive committee through direction or enquiry on matters falling within the following domains:

1. Financial Review & Annual Audit Process
2. Corporate Governance and Risk Management, and
3. Ad-hoc strategic matters

Duties outside ARC Scope

The scope of the ARC's role will exclude any executive duties of, or for, MCC or EMCC. As the primary role of the ARC is one of independent oversight and direction, the ARC will not conduct internal

audit tasks, detailed process reviews, stewardship of financial matters and routine operations. The ARC will not provide professional advice directly to Mayo GAA, EMCC or MCC.

The ARC's role is one of oversight, independent of the EMCC and its administrators. The ARC members have agreed to lend their personal and professional experience to support Mayo GAA in adopting best practice corporate governance in a voluntary capacity.

REPORTING STRUCTURE

The ARC's primary reporting line is to the members of MCC, with an optional reporting line to the Central Audit & Risk Committee (CARC) of the CLG at the discretion of the ARC.

The ARC shall meet at least once a year with CARC to discuss areas of potential risk and governance matters relevant to Mayo GAA.

The ARC may carry out other tasks as it deems appropriate.

POWER & AUTHORITY

The ARC shall be given full support, including financial resources to procure external professional advice if deemed necessary from MCC in pursuing the ARC's stated objectives

ARC STRUCTURE & MEETINGS

- a. The ARC may have a maximum of seven members none of whom shall be a current or past member of the EMCC
- b. The Committee will meet at least once every quarter and, thereafter as regularly as they deem necessary
- c. At least seven days notice will be given before each meeting and such notice will include an agenda.
- d. A minimum of 50% plus one members of the committee must be present for the meeting to be deemed quorate. Meetings may be held via teleconference or other electronic mechanisms.
- e. Minutes of all meetings will be taken by the Secretary and will be circulated no later than 14 days after each meeting and approval as the first item on the agenda of the next meeting.
- f. Voting shall be decided by a simple majority of those present at the meeting. Should voting be tied, then the Chairperson has a casting vote.

ARC MEMBER APPOINTMENTS AND TERM

The inaugural membership of the committee was nominated by the EMCC and approved for a three year term by the MCC in 2020.



Subsequent committee members shall be recommended by the existing ARC members based on the their experiences relevant to the work of the ARC to the EMCC to nominate them to the MCC for approval for a three year term. The ARC members will appoint a Chairperson and Secretary each year from the members.

The ARC shall be appointed for an initial term of 3 years while the Chairperson and Secretary will rotate among the members of the committee on an annual basis.

One member of the original committee will retire after 2 years to be replaced by a newly nominated member. At the beginning of the 4th year the remaining three original members will finish their term and, at that point there will be a rolling replacement of members who have served their 3-year term.

Notwithstanding the above, any member of the ARC may resign from the committee for personal reasons prior to the end of their term.

CONFLICTS OF INTEREST

In line with the overall conflict of interest policy of Mayo GAA and of CLG, each member of the ARC should take personal responsibility to declare any potential conflict of interest arising in relation to any items on the agenda for their meetings.

Any member who becomes aware of such a conflict is required to share such potential conflict with the committee in advance of any discussion or documents circulated by to committee. Such members will not receive any documentation or correspondence in relation to the conflicting subject nor shall they partake in that part of the meeting.

The minutes of the meeting should note the above and confirm that the process outlined herein was adhered to.

LIABILITY

MCC will fully indemnify the ARC as well as individual members of the ARC against any claim with regards to potential liability in carrying out their work. Overall ultimate accountability and liability rests with the EMCC.

Cairde Mhaigh Eo Fundraising Policy

Executive Summary

The Mayo County Board of the Gaelic Athletic Association (GAA) (Irish: Cumann Lúthchleas Gael, Coiste Chondae Mhaigh Eo) or Mayo GAA, established 1884, is one of the 32 County Boards of the GAA in Ireland, and is responsible for Gaelic games in County Mayo and the Mayo inter-county teams.

Mayo have 3 All-Ireland Senior Football Championship wins—1936, 1950, 1951 and have won the greatest number of National Football League titles consecutively (6 from 1934 to 1939). Mayo GAA is only one of a small number of counties to have tasted success at all levels and grades of Gaelic football.

Mayo GAA has now grown to become one of the GAA's leading brands and considerable

investment is required to meet the needs of Mayo GAA's teams and its operational demands. Income streams can be generated from a number of different areas and one of which is fundraising by officially affiliated stakeholders of Mayo GAA.

This document outlines the approach that all fundraisers must be aware of before engaging in any fundraising activities on behalf of Mayo GAA.

The official body responsible for the commercial and fundraising affairs of Coiste Chondae Mhaigh Eo / Mayo GAA County Board is known henceforth as Cairde Mhaigh Eo.

Message from the Cathaoirleach

A chairde,

Mayo GAA has a long tradition in Gaelic Games since the establishment of the Association in 1884. With a proud history across all disciplines, the story of Mayo's determination, commitment and pride of place has embodied all the fundamental principles that make the GAA one of the most important organisations in the country.

Our organisation, while maintaining a volunteer ethic, has continued to progress across a number of platforms. This has included significant investment in areas such as coaching and games, infrastructure, information technology and team supports. We welcome these developments and are grateful for the support of our local and international communities and enterprises to ensure that appropriate investment is maintained in these areas.

The Mayo GAA Fundraising Policy will provide to any potential donors, the confidence that all donations and contributions to Mayo GAA will be managed efficiently and transparently within the structure detailed in this document. The policy outlines the principles and ethics that govern our fundraising efforts. It ensures accountability and also provides details on how donations will be administered and how to implement best practice in engaging with potential donors.

In recent times the GAA has been presented with many challenges and developing a comprehensive, transparent process in raising funds for our organisation will be vital in ensuring future success. I commend the Executive for their work in developing this document as we seek to establish an optimal funding structure, supported by clear, transparent policy.

Finally, I wish to sincerely thank all of our supporters across the globe for their unyielding generosity and support to Mayo GAA on and off the field.

Is mise le meas,

Cathaoirleach
CLG Mhaigh Eo



Vision

To implement sustainable, transparent fundraising programs that improve and support the promotion of Gaelic Games in Mayo now and for future generations.

Mission Statement

Cairde Mhaigh Eo aims to raise funds, harness and strengthen goodwill towards Mayo GAA, and support the promotion of Gaelic Games across the county.

Terms of Reference

Governance

1. The functions of Cairde Mhaigh Eo shall comply with Mayo GAA Bylaws.
2. Cairde Mhaigh Eo was appointed in accordance with Rial 3.20 of An Treoir Oifigiúil 2019 and subject to Rules 3.21 and 4.4 T.O 2019.
3. Cairde Mhaigh Eo is a subcommittee of Coiste Chondae Mhaigh Eo operating within GAA structures, not as an independent supporters group.
4. The work of Cairde Mhaigh Eo shall be guided by the bylaws of Mayo GAA, the Ardchoiste Contae Mhaigh Eo (Mayo County Board Executive committee), the terms of reference of Cairde Mhaigh Eo and Croke Park, as ratified by the Executive and Delegates at meetings of Coiste Contae Mhaigh Eo (Mayo County Board).

Remit

1. The function Cairde Mhaigh Eo is to raise funds and harness and strengthen goodwill to support the GAA in Mayo. This function does not extend to decide how money raised is expended. It is the responsibility of the Mayo GAA County Board to ensure funds raised are appropriately expended.
2. It is the commercial and fundraising arm of Coiste Chontae Mhaigh Eo.
3. Cairde Mhaigh Eo may establish sub groups to deal with specific issues and the sub groups shall report back and may make recommendations to Cairde Mhaigh Eo. Sub groups shall be given a clear mandate and a time frame of existence.

Membership

1. The Cairde Mhaigh Eo committee is appointed by Coiste Chontae Mhaigh Eo.
2. The Cairde Mhaigh Eo committee shall consist of the County Chairman, County Secretary and County Treasurer who are responsible for nominating members from within the county committee and outside. It shall have responsibility for all fundraising activities.
3. A separate bank account will be established into which all funds raised in the name of Mayo GAA Cairde Mhaigh Eo will be placed.

4. The Secretary and Treasurer of Coiste Chondae Mhaigh Eo will act as members of Cairde Mhaigh Eo and joint signatories of the account.

Operating Procedures

1. Cairde Mhaigh Eo shall meet at least four times a year and a schedule of meetings shall be prepared for the full year which will be agreed by the Cairde Mhaigh Eo committee members.
2. Five days' notice shall be given for meetings.
3. Meetings shall be conducted in a manner of respect and dignity to all members/attendees.
4. Meetings shall be held in committee.
5. Cairde Mhaigh Eo will report to the Mayo County Board Executive committee at 2 monthly intervals on fundraising activities.
6. The disbursement of funds raised will be the function of Mayo GAA County Board. All disbursements will be made by bank transfer.
7. In November of each year, Cairde Mhaigh Eo subcommittee will present their fundraising plans for the following year to a full meeting of Mayo County Board for their approval.
8. The treasurer of Coiste Chontae Mhaigh Eo will be required to provide a report on the operations of Cairde Mhaigh Eo as part of the Treasurers report at the Annual General Meeting of Coiste Chontae Mhaigh Eo.

Conflict of Interest

1. The principles of good governance and the avoidance of conflicts of interests in the operation of Cairde Mhaigh Eo shall be promoted at all times. The Matter of Conflict of interest will be placed on the agenda of every meeting. Each member of the committee will be required to complete Declarations/Disclosures/Register of members' interest which will be held by Mayo GAA.
2. Where a conflict of interest is declared that member will be asked by the Cathaoirleach to leave the meeting for the duration of the discussion and decision on that item.
3. Documentation pertaining to the conflict should also not be provided to the member in question.

Principles & Ethics

Mayo GAA stakeholders will understand the value and importance of ethical practices, engage in ethical behavior, abide by our codes of conduct affiliated with Cairde Mhaigh Eo. Cairde Mhaigh Eo will endeavor to be the custodians of ethical values and behaviors in our fundraising approach.

To meet the outlined responsibilities all stakeholders are expected to practice the following.

Ethical Guide

- Do no harm: Do not cause needless harm to others while carrying out your fundraising duties.



- Duty of Care: Act in ways that promotes the welfare of other people within Mayo GAA.
- Know your limits: Practice within the scope of your competence and remitted authority.
- Respect each other: Always treat each other with respect.
- Respect the law: Do not break the law.

Principals of Fundraising

- All fundraising will respect the rights and dignity of donors, beneficiaries and the public.
- Fundraising activities will not be unreasonably persistent, intrusive or place undue pressure on people to donate.
- Fundraising will occur in an honest and truthful manner.
- Donations will be used for the purposes for which they were donated in agreement with Cairde Mhaigh Eo subcommittee.
- Mayo GAA will operate in an open, frank and honest way and will ensure that transactions, operations, information and communications are easily understood by fundraising stakeholders.

Duties & Responsibilities

1. Cairde Mhaigh Eo fundraisers shall adhere to the aforementioned terms of reference.
2. All fundraisers must be aware that any fundraising event involving the use of the Mayo GAA's name or crest or an event associated with Mayo GAA must be approved in writing or by official email by the Secretary of the Cairde Mhaigh Eo committee.
3. To agree to and communicate a schedule of approved fundraising events to the Cairde Mhaigh Eo committee who in turn communicate these events to in advance to the executive committee and the Mayo County Board.
4. Communication and promotion of Cairde Mhaigh Eo fundraising events is promoted first through the PRO of Mayo GAA and then via agreed secondary promotion partners and or platforms.
5. All fundraising or donations received from any source must be administered through Cairde Mhaigh Eo and be lodged in the official Cairde Mhaigh Eo designated bank account. Failure to do so will invoke disciplinary procedures from the Executive committee of Mayo GAA and an investigation into the donation will be conducted.

Donations, Donors & Sponsorship

Donations

1. All Fundraising or donations received from any source must come through Cairde Mhaigh Eo and be lodged in the Cairde Mhaigh Eo designated bank account.
2. All forms of donations regardless of sum - whether a charitable gift, in-kind donation (ie. the offer of goods or services free of charge), or financial contribution in

exchange for publicity or services associated with Mayo GAA - must be administered and managed by Cairde Mhaigh Eo

3. A limited allocation of tickets will be retained for the purposes of commercial fundraising. In no circumstance is any individual(s) associated with Mayo GAA permitted to exchange tickets for receipt of donations - whether a charitable gift, in-kind donation (ie. the offer of goods or services free of charge), or financial contribution.

Donors

1. Cairde Mhaigh Eo recognises the important role of donations to realising its vision and mission and achieving its goals.
2. Cairde Mhaigh Eo has clear acceptance and refusal criteria in place for donations. This approach is in keeping with best practice for charitable organisations in Ireland.
3. When deciding on whether to accept a donation Cairde Mhaigh Eo will:
 - Comply with any legal or regulatory requirement;
 - Ensure that decisions around donations accord with the vision, mission, and values of Mayo GAA.
 - Provide a clear, transparent administrative process against which the Audit & Risk committee can judge the actions of Cairde Mhaigh Eo in cases of potential dispute
 - Provide a clear policy statement outlining the processes related to donation acceptance or refusal.
4. Cairde Mhaigh Eo may refuse a donation in circumstances where:
 - The donation is suspected or known to be derived from the proceeds of
 - illegal activity;
 - The values of the donor, in particular for corporate donors, are not aligned with the values of Mayo GAA;
 - Accepting the donation might contribute to a significant decline in other support;
 - Accepting the donation risks damaging the reputation of Mayo GAA;
 - Accepting the donation is dependent upon the fulfillment of certain criteria or conditions placed upon Mayo GAA.
5. While an organisation is not obliged to accept anonymous donations, where anonymity is requested by a donor this will be respected if the donation is accepted, however the other details of the gift will be recorded and published (such that anonymity is preserved).
6. Donors have the right to be assured that their gifts will be used for the purposes for which they were given. Cairde Mhaigh Eo shall respect the rights of donors to be informed about the causes for which Cairde Mhaigh Eo is fundraising; to be informed



about how their donation is being used; and to have their names deleted from mailing lists or databases if so requested.

7. Donations are subject to consideration, approval and refusal, on a case by case basis by Cairde Mhaigh Eo

Sponsorship

1. Mayo GAA has a high profile nationally and seeks support from a wide range of individuals and organisations to assist in achieving our objectives.
2. Sponsorships are considered individually and Mayo GAA does not maintain a specific list of requirements and exclusions. All sponsorships are assessed against three basic principles: They must:
 - Support the objectives of the Mayo GAA
 - Reflect the integrity of Mayo GAA
 - Comply with legal and regulatory requirements
3. The Mayo GAA County Board and Executive are responsible for ratifying or refusing sponsorship. It is their responsibility to act in the best interest of the Mayo GAA when considering an Expression of Interest from a potential sponsor.
4. Mayo GAA will consider conflicts of interest in relation to donation and sponsorship.

Transparency and Accountability

1. Cairde Mhaigh Eo will ensure that records are kept of donations for specific purposes (to certain appeals or projects) to ensure that the terms of donations are complied with. Cairde Mhaigh Eo must ensure that accepted donations are used to support the purposes in accordance with the conditions attached to the donation.
2. It is the responsibility of Cairde Mhaigh Eo to make it clear to all volunteers that anyone raising money must ensure that Mayo GAA receives all that money.
3. Cairde Mhaigh Eo adopts a culture of zero tolerance to theft or fraud. Any suspicions relating to such matters will be immediately raised by Mayo GAA with An Garda Síochána.
4. Cairde Mhaigh Eo will provide all documentation requested by the Audit and Risk Committee and will provide any information.

Appendix 1

Conflict of Interest

For the delivery of transparent fundraising activity falling within the remit of Cairde Mhaigh Eo, members shall be aware of the rationale for having a policy in place on possible conflict of interest. It is essential to ensure that no member can influence decisions in any way that may be to his or her personal advantage. Additionally, it is necessary to be in a position to reassure the public that all decision making is fair, open and transparent. In

addition it provides protection to the members and staff against any possible allegation that he or she may have used their position to personal gain.

The Operating Procedures of Cairde Mhaigh Eo outlines the significance of good governance and the avoidance of conflict of interests.

Cairde Mhaigh Eo committee members must complete this document, a Non-disclosure agreement and a Register of interest's declaration.

The agenda of the meetings of Cairde Mhaigh Eo will allow members an opportunity to declare at each meeting the nature of his or her interests in -

- any fundraising event or initiative taken by Cairde Mhaigh Eo; and/or
- any contract or proposed contract with Cairde Mhaigh Eo in which a Cairde Mhaigh Eo member, or a connected person is directly or indirectly involved; and/or
- any matter from which the Cairde Mhaigh Eo Committee member, or a connected person, may stand to benefit directly or indirectly from his or her position as a Cairde Mhaigh Eo member or from the operation of Cairde Mhaigh Eo
- any item on the agenda which any members wishes to declare interest in

Where a Conflict of Interest is declared that person must absent themselves from any deliberations where such a declaration is made. This declaration must be formally recorded in the Cairde Mhaigh Eo minutes.

A Cairde Mhaigh Eo Committee member shall be deemed to have an interest in a particular matter where a person connected with that Cairde Mhaigh Eo member has such an interest and the Cairde Mhaigh Eo member could be expected to be reasonably aware of the existence of that interest. For this purpose, a person is connected with a Cairde Mhaigh Eo member if that person is:

- a spouse, parent, brother, sister, child or step-child, other relative or co-habitee of that Cairde Mhaigh Eo member; and/or
- a body corporate controlled by a Cairde Mhaigh Eo member within the meaning of Section 220 (3), (4), (5), (6), (7) and (8) of the Companies Act 2014; and/or
- a person acting as the trustee of any trust, the beneficiaries of which include the Cairde Mhaigh Eo members.

Degree of Interest:

It must be recognised that there are various degrees of interest that a member may have in a project. The action to be taken should reflect this.

1. Close Personal Interest

Where a member or staff stands to gain financially from an application or is a Director or a Committee member of the organisation putting forward the



project, he or she shall be considered to have a personal interest. In such circumstances, member or staff shall declare their interest and withdraw from the room while discussion on the project is ongoing.

2. Indirect Personal Interest

Where a member or staff has an indirect personal interest in a project, e.g. if a relative (immediate family) is associated with the project, the interest should be declared. The member or staff shall then take no further part in any discussion or vote on this issue. In certain circumstances, it may be appropriate for the member or staff to withdraw from the room, depending on the nature of the relationship with the project.

3. Direct Personal Interest

Where a member or staff has a private or personal interest which is clear and substantial, then that member or staff must take no further part in the proceedings and withdraw from the meeting whilst the matter is being considered.

If a member does regard his/her private or personal interest as being clear and substantial, then the member or staff shall always disclose the nature of that interest to the relevant person, who will record the reason for his/her withdrawal.

It is not prudent to seek, or accept, membership of any committee/sub-committees if one's involvement could give rise to a perceived or real conflict of interest.

A member or staff associated with the Cairde Mhaigh Eo or of its partner organisations, may acquire information that has not as yet been made public and/or is confidential. It is a betrayal of trust to breach such confidences. The member or staff must not use confidential information for the personal advantage of oneself or anyone known to the member or staff or to the disadvantage or discredit of Cairde Mhaigh Eo, its members or anyone else.

Members and such staff will be personally responsible for all decisions connected with the acceptance or offer of gifts or hospitality and for avoiding the risk of damage to public confidence in Cairde Mhaigh Eo.

DECLARATION

I have read and understood the details contained within this commitment to Conflict of Interest declaration and I agree to comply with same.

Name:	Organisation:
Signature	
Date	

Appendix 2

Non-Disclosure Agreement

Whereas

The members of Cairde Mhaigh Eo will be presented with and be in possession of, from time to time, certain confidential information relating to donor/project/policy details and other Plans/Strategies/policies relating to Mayo GAA.

And Whereas

Members of Cairde Mhaigh Eo and partner agencies (can be either Discloser or Recipient) are willing to disclose such Confidential Information to other members/partners in writing, electronically or orally as is practical within the context of determining the work of Cairde Mhaigh Eo.

It is committed and agreed as follows:

- (1). All partner agencies and Cairde Mhaigh Eo members will treat all such Confidential Information as strictly confidential and not divulge it to any third party for any purpose whatsoever and not to make use of such Confidential Information, or any part thereof, for any purpose without the Discloser's prior written consent.
- (2). The undertaking in Clause (1) above shall not apply to:
 - (a). information which at the time of disclosure is published or otherwise generally available to the public; or
 - (b). information, which after disclosure by the Discloser, is published or becomes generally available to the public otherwise than through any act or omission on the part of the Recipient; or
 - (c). information which the Recipient can show, by reasonable written record, was in its possession at the time of disclosure and which was not acquired directly or indirectly from the Discloser; or
 - (d). information rightfully acquired from a third party who did not obtain it under pledge or secrecy to the Discloser or another.
- (3). It is the requirement of the Discloser to identify information it deems to be Confidential Information
- (4). The Recipient understands that the Confidential Information disclosure is provided "as is" without any warranty or guarantee of any kind by the Discloser. The Discloser shall not be liable for any damages, loss, expense or claim of loss arising of any kind from the use of, or reliance upon, such Confidential Information by the Recipient

Name _____
 Signed _____
 Organisation _____
 Date _____



Appendix 3

Register of Interests

In accordance with the Operating Procedures of Cairde Mhaigh Eo and the general terms of good governance on management of Conflict of Interest, Cairde Mhaigh Eo committee members and are required to complete a Register of their Interests held.

I, _____, hereby declare that the following are the organisations, groups, etc. in which I have an interest:

Name _____

Signed _____

Organisation _____

Date _____

Name Of Organisation/Group, etc.	Capacity (Please tick as relevant)			
	Paid	Director	Volunteer	Other (Please specify)



The Westport Senior Hurling side who defeated Ballyhaunis in the Mayo senior B hurling final.



Healthy Club

The Healthy Club project aims to help GAA clubs explore how they support the holistic health of their members and the communities they serve. GAA clubs already contribute to the health and wellbeing of their members by providing opportunities to develop their physical, social, emotional, and psychological health.

The project aims to help GAA clubs identify what they are already doing well, identify areas where they can or would like to improve, and empower them to ensure that everyone who engages with their club benefits from the experience in a health-enhancing way, be they players, officers, coaches, parents, supporters, or members of their local community.

The healthy club model, which is based on best national and international practice, also aims to embed a healthy philosophy in a club while integrating health into the day-to-day club activities in a sustainable way. It also aims to place the local GAA club at the heart of the community, making it a beacon for health in the locale.

Steps to Becoming a Healthy Club

There is a seven-step process undertaken to become an accredited Healthy Club:

1. Appoint Healthy Club Officer and Team
2. Receive Healthy Club Training
3. Club Mapping
4. Community Consultation
5. Develop and Activate Action Plan
6. Host Local Launch
7. Report and Reflect

The 7-step process is based on best practice and has been refined following feedback from participating clubs in the pilot stages of the Healthy Club project (HCP). The process covers an 18-month period and based on clubs' experience, recommends the ideal time points for each step. By following these steps, a club will be best positioned to ensure the work they undertake is:

- Recognised at a national level
- Responding to identified need within the club/community
- Supported by the Club, Community and appropriate partners
- Sustainable and well-planned
- Achieving real impact (can be measured-useful when seeking funding)
- Positively impacting on club members and the community
- Reflecting best practice

The consensus from pilot clubs is to focus on these “small steps that can achieve lasting impact”

Each step is described in more detail during Healthy Club Officer Training which is available in each county through the GAA County Health and Wellbeing Committee. To avail of this please contact the Chairperson of the Committee chair.hwc.county@gaa.ie - Insert your county name, for example

chair.hwc.mayo@gaa.ie to get further information on the training click <https://www.gaa.ie/my-gaa/community-and-health/>.

Upon receiving the training, the Healthy Club Officer will receive a **Healthy Club Manual** which they can use as a further support tool to guide them and the Healthy Club Team on fulfilling their role.

Social Initiative

Project Summary GAA Social Initiative

WHAT IS THE GAA SOCIAL INITIATIVE? The mission of the GAA Social Initiative is to make clubs more age-friendly, by increasing the participation of older members of society, with a focus on older men, through events specifically designed to enrich their lives and respect the important contribution they have made and can continue to make to community life.

The GAA's mission statement states: “The GAA is a community based volunteer organisation promoting Gaelic Games, culture and lifelong participation”.

For many age-groups, our games can meet their participation needs, however, as an adult gets older their needs increase while participation opportunities diminish. The reality is that many fall away from their GAA club and the connection with what once was an integral part of their lives dwindles. This can in turn lead to less engagement with their community as a whole. The GAA is committed to reversing this trend through the Social Initiative. The Community and Health Department is seeking to increase awareness of and engagement with the GAA Social Initiative. The aim is to re-engage these members back into their GAA club and community through the growing network of County Health and Wellbeing Committees and Club Health and Wellbeing Officers.

We want to have a Social Initiative in every club, for older members who have dedicated years of service to their GAA club and community.

Social Initiative Relaunch

The perfect opportunity to launch the Social Initiative in your club/county. We are giving the opportunity to come to Croke Park for a guided tour of the stadium, with a meal afterwards overlooking the pitch. All at a discount rate. (Min. 20 participants) Tour - €6.50 per person Meal - €10 per person.

If you would like to learn further contact:

Ronan Flynn - National Social Initiative Coordinator

Email: ronan.flynn@gaa.ie or

Telephone: +353 (0) 1 819 2352

Contact the Croke Park museum -

Gemma Sexton, Museum Tours Manager:

Email: gsexton@crokepark.ie

Telephone: +353 (0) 1 819 2374

Please share with us your ideas of what you would like to see in the new Social Initiative or perhaps share



examples of what your club is already doing for its older members. Continue to check out GAA.ie/community to keep updated with new events and upcoming developments for the Social Initiative.

Healthy Eating

GAA's Healthy Eating Guidelines [CLUB NAME] aims to create a supportive environment in which it promotes healthy eating for all its members and the wider community, to make the Association a healthier place for everyone to enjoy. The club is committed in supporting a whole organisational approach to embed and implement the following healthy eating guidelines. The guidelines describe the types and amounts of foods people need for healthy eating. It is important to note that these are general guidelines and can be adapted by clubs/ teams to meet their needs. Everyone has different food needs depending on body size, age, gender, underlying medical conditions and activity level. Following these guidelines and being active gives people the best chance of being healthy and well. Our club does not recommend:

- ❖ The use of sports supplements and nutritional products (protein & carbohydrate powders/ meal replacements) claiming to enhance performance
- ❖ The use of sports drinks, bars and gels
- ❖ Bringing fizzy drinks, sugary drinks, crisps, chocolate & other junk food to training or games
- ❖ Accepting sponsorship from unsuitable food suppliers who hold opposing views

Top Tips:

- ❖ Choose real foods The majority of food we eat should be in the form of unprocessed 'real foods' such as fresh meat, fish dairy, nuts, seeds, fruit and vegetables. Often processed foods such as readymade and tinned foods lack nutrient.
- ❖ 5 a day More is Better- have at least 5 servings of fruit, vegetables or salad every day
- ❖ Brown is best Chose wholemeal cereals, breads, potatoes, pasta & rice (carbohydrates) for fibre & healthiest calories For healthy eating people should base most of the food they eat on this group
- ❖ Some low- fat dairy foods Low- fat milk, cheese and yogurts options have the same amount of calcium & other nutrients with fewer calories
- ❖ Protein Power (Meat, poultry, eggs, fish and alternatives) Try to eat fish at least twice a week- Oily fish is best Remove all visible fat from meat and all skin from poultry Peas, beans and lentils are low-fat, high fibre alternatives to meat
- ❖ Less is More Avoid adding salt to food during cooking & at the table. Use pepper, herbs & lemon/lime juice to add flavour. Limiting the intake of processed foods & chose reduced- salt options
- ❖ NOT too MUCH and NOT too OFTEN Only have foods that are high in calories, fat & sugar (biscuits, cakes,

savoury snacks & confectionary) occasionally- NOT every day All types of fats, oils & spreads are high in calories- use as little as possible & chose a reduced-fat spread where possible

- ❖ Stay hydrated At least 8 medium sized glasses of water every day- this may need to be increased a little when playing sport or on a hot day
- ❖ Breakfast is a Big Deal A healthy balanced breakfast will kick-start your day, helping you to concentrate and fuel your morning
- ❖ Cooking methods Grill, bake, steam or boil foods instead of frying or deep frying
- ❖ Variety is the spice of life Eat regular meals which contain a variety of foods- the basis of all meals should be carbohydrates & vegetables as well as containing protein. You shouldn't cut out any key food groups unless you have a medical reason to do so and your GP is informed for example an allergy to certain foods.
- ❖ Serving Sizes Chose smaller portions and add plenty of vegetables, salad and fruit. Use the width and depth of your palm (without fingers & thumb) to estimate how much meat, poultry or fish you need Use a 200ml disposable plastic cup to guide portion sizes of cereals, cooked rice & pasta, vegetables, salad & fruit Use a matchbox to guide one serving of cheese. Healthy eating in a nutshell
- ❖ Plenty of breads, potatoes, pasta & rice (wholegrain)
- ❖ Plenty of fruit & vegetables
- ❖ Some milk, cheese & yogurt - chose low fat
- ❖ Some meat, poultry, fish, eggs & alternatives
- ❖ Very small amount of fats & oils
- ❖ A very small amount of foods high in fat, sugar & salt

Our club is committed to following this healthy eating guide but we are not responsible for the diets of members

Signed: Date: _____

[Name] _____

Chairperson _____

[Club Name] _____

Children's Officer

Mayo GAA is committed to creating and maintaining the safest possible environment for all young people who participate in our Gaelic games and activities.

The appointment of a Children's Officer at both Club and County level is an essential element in the creation of a quality atmosphere and in establishing a child and youth centered ethos at both Club and County level.

The key role of the Club / County Children's Officer is to ensure the implementation and promotion of the



relevant Child Welfare and Protection Codes and Guidelines for good practice in their Club / County, so as to ensure that young people can participate, enjoy and benefit from our Gaelic Games, in safe and enjoyable surroundings.

We in Mayo GAA are committed to taking all practicable steps to ensure our young people are protected by:-

- Recognising that all children have the right to be protected from harm.
- Ensuring that all of our coaches and volunteers are carefully recruited and selected and that they accept responsibility for ensuring the wellbeing of children in their care.
- Responding swiftly and appropriately to protect the welfare of children who participate in our games and related activities.
- Providing parents / guardians and children with the opportunity to voice any concerns that they may have.
- Appointing Children's Officers in our Clubs and at County Board level who will liaise with the statutory authorities as appropriate.
- Ensuring that members, coaches, team mentors, administrators and parents / guardians as appropriate have received training in this area.

Child Welfare and Protection

Mayo GAA - Child Welfare and Protection Mayo GAA is committed to creating and maintaining the safest possible environment for all young people who participate in our gaelic games and activities. The appointment of a Children's Officer at both Club and County level is an essential element in the creation of a quality atmosphere and in establishing a child and youth centered ethos at both Club and County level. The key role of the Club / County Children's Officer is to ensure the implementation and promotion of the relevant Child Welfare and Protection Codes and Guidelines for good practice in their Club / County, so as to ensure that young people can participate, enjoy and benefit from our Gaelic Games, in safe and enjoyable surroundings. We in Mayo GAA are committed to taking all practicable steps to ensure our young people are protected by:-

- Recognising that all children have the right to be protected from harm.
- Ensuring that all of our coaches and volunteers are carefully recruited and selected and that they accept responsibility for ensuring the wellbeing of children in their care.
- Responding swiftly and appropriately to protect the welfare of children who participate in our games and related activities.
- Providing parents / guardians and children with the opportunity to voice any concerns that they may have.
- Appointing Children's Officers in our Clubs and at County Board level who will liaise with the statutory authorities as appropriate.

Ensuring that members, coaches, team mentors, administrators and parents / guardians as appropriate have received training in this area.

Club Code of Conduct

(It is suggested that the club in question might tailor the opening comments to suit the requirements and their club members. It is recommended not to change in any way the actual statement of club conduct provided by the association).

Maintaining Appropriate Levels of Behaviour in our Work with Children & Young People complements Sport Ireland Code of Ethics and the Code of Behaviour (Underage), the joint Code of Best Practice in Youth Sport and addresses the appropriate levels of behaviour, practice and conduct required from our young players, officials, coaches, trainers, mentors, supporters, parents/guardians and clubs.

Generalised Code of Conduct and Best Practice

The code is in accordance with the guidelines produced by the Gaelic Athletic Association in their 'Code of Best Practice for Youth Sport', approved for use by the Irish Sports Council and the Sports Council of Northern Ireland.

- The achievement of 'best practice' is dependent on:
- the development of skill and well-being through the playing, coaching and promotion of our games
- the adoption of the principles of **fair play and good behaviour** at all times
- the development of a positive, constructive, supportive and encouraging team environment
- maximizing the sense of achievement, fun and participation in order to develop players to their full potential

The GAA founded on the core values of mutual respect, valuing each person, and support and encouragement among team members, managers, coaches, mentors and other members of the association.

The coaching resources and activities of the association are firmly rooted in the local community. The GAA are committed to providing an environment that promotes a '**sense of belonging**' in one's club. This shall allow all members of the association to perform, develop and mature to the best of their ability, free from bullying and intimidation. Inappropriate behaviour (as laid out in our **Code of Conduct and Best Practice**) by any member of the association (or any person/persons associated with the club) that undermines these values is unacceptable and will be considered a breach of the associations Code of Conduct. Such behaviour will be subject to the disciplinary procedures of the association and the club in question (as outlined in the **Code of Conduct Committee Guidelines**).



The Code of Conduct and Best Practice forms part of the association's constitution and ethos, and as such, it is part of the rules and regulations that bind the operation of the club and its members.

Code of behaviour (GAA)

<https://www.gaa.ie/api/pdfs/image/upload/ukepuvlq3qhyie10jfqy.pdf>

Child welfare and Protection

<https://www.gaa.ie/the-gaa/child-welfare-and-protection/>

Code of behaviour (Camogie)

<https://camogie.ie/?s=Code+of+Behaviour/>

Code of Ethics and Good Practice (LGFA)

<https://ladiesgaelic.ie/LGFA-code-of-ethics/>

Social Media for your Club

Target Audience and Connectivity

Social media in all its current forms has advanced the abilities of all organisations both sporting, politically and economically to portray their aims and product in a positive light. Furthermore, all this needs to be relayed to the consumer with the touch of a button and be clear, concise, enjoyable and informative.

The various social media outlets can help the GAA become part of a wider community.

Why Use Social Media to Promote Your GAA Club?

- Promote your club and encourage prospective members to join
- Publicise success stories and create a feel-good factor amongst club members
- Keep members up to date with the latest news, games and features
- Help to promote fundraising initiatives and also operate them live on social media.
- Hold meetings online when members are unable to attend.
- Keep your audience in contact with your organisation in holiday periods, when there are no competitions, maintain their interest in the club.

Use social media as a marketing tool:

- Social media allows clubs to publicise further GAA articles sent to newspapers for those not accessing print media
- Promote coaching initiatives by linking onto online webinars, coaching courses online and practical visual demonstrations of skill
- Relive historic moments in the club and inform newer members of the past
- Foster links for those who are no longer living in the community but wish to stay connected.
- Turn your club into a real community, helping others in times of need by advertising voluntary services

Setting up a social media account is quite simple and user friendly. Basic accounts are free to use.

The Club can attract followers or friends quickly and post information, such as changes to practice or event times, with ease. Many of the best-known services can be accessed via websites or smartphone apps, making them convenient to use.

Social Media for your GAA club. What is available?

There are many different channels that your club can use and increasing each. It may be beneficial to ensure one account is operating efficiently until deciding to set up extra social media streams or outlets.

Social Media Overkill and Oversights

- Repeating and rehashing: sharing too much information about statistics, for example, can be boring if done too often. You have to know how to choose data that is very relevant, not everything goes.
- Being reckless: do not write anything in networks that you would not write after thinking twice. Do not fall into provocation or using the social media outlet to respond to issues outside of sport or against those with agendas against GAA. Stay in your safe zone and think about what the impact may be before posting or tweeting.
- Being tiresome: you have to be constant, but not tiresome. Posting every five minutes can become abusive and downplay what you are saying. It will not give you more impact, but rather it can create the opposite effect.

Vetting

The GAA has a long-established principle of vetting any person who, on our behalf, works with children or vulnerable adults in our Association. This principle is enshrined in rule through our Code of Best Practice in Youth Sport and has become part of the overall recruitment and selection process for those who wish to work with us in the GAA, in a voluntary or paid role.

Vetting services for the Association are currently overseen by the National Children's Office in Croke Park while Comhairle Uladh acts on our behalf in coordinating AccessNI services.

Our international units are obliged to adhere to the legislative vetting and police background checks that are required in the jurisdiction in which they operate.

Who needs to be vetted?

In the GAA any person who carries out a role of responsibility such as coaching, managing or training underage teams or indeed adult teams that contain any player under 18 yrs. of age must be vetted. It also applies to organising underage activities or refereeing underage



games. Thereafter, each club shall decide if other roles merit a person being vetted.

Legislation

The National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 - 2016 commenced on 29th April 2016 and from that date a statutory obligation was placed upon the GAA to ensure that all persons who on our behalf undertook 'relevant work' with children has been vetted prior to taking up that role in Ireland.

The term 'relevant work' in the GAA includes any role of responsibility such as coaching, managing or training underage teams or indeed adult teams that contain any player under 18 yrs. of age. It also applies to organising underage activities or refereeing underage games.

The Act also established the National Vetting Bureau (NVB) to oversee the e-vetting services previously administered by the Garda Central Vetting Unit.

Is it an offence if you are not vetted?

It is a criminal offence, for a person acting on behalf of the GAA, or for the GAA as an Association to permit any person to commence working with children on behalf of the Association without that person first obtaining a vetting disclosure from the National Vetting Bureau in respect of the role for which they have been recruited. It is also a breach of GAA rule if you are working with children or vulnerable adults on behalf of the Association and have not been vetted.

What if the vetting applicant is under 18 yrs. of age?

GAA vetting services are available to any person over 16 yrs. of age fulfilling a role of responsibility with children or vulnerable adults. A parental consent form (NVB Parent/Guardian Consent Form) must be completed, this is available here, for applicants between 16 and 18 yrs. of age

E-Vetting in the GAA

Please read the information and guidance below before commencing this process. The online vetting form can be found <https://www.gaa.ie/the-gaa/child-welfare-and-protection/vetting>

E-Vetting

When the Vetting Act came into being on 29 April 2016 the GAA became one of the first organisations to replace 'paper vetting' with a new on line or E -Vetting system.

How can you be vetted through the GAA?

Vetting for a member of the GAA involves 3 easy to follow steps as follows:

Step 1

The initial application vetting process at Club level. You must in the first instance complete the GAA E-Vetting ID Form.

This form compels you to provide proof of your identity to the Club Children's Officer, who must verify that they have received the ID verification as required. The ID verification may be retained by the Club Children's Officer for the duration of the e-vetting

process or it may be attached by you at Step 2 to the On Line Vetting application Form.

The primary purpose of this form is for you to provide your name, address, club, role for which you applied, and to present your ID (e.g. copy of your passport plus a utility bill showing your current address) plus a valid email address for future reference. The full list of documents which are accepted for verification can be found here

<https://www.gaa.ie/the-gaa/child-welfare-and-protection/vetting>

Step 2

Completing the Vetting Application form. The GAA on-line E-Vetting Application Form is available to download.

Once you complete the GAA on-line E-Vetting Application Form the information provided is forwarded to the NVB by the GAA and you will receive an on-line NVB Vetting Form to complete.

The details entered will be emailed back to you, for your own records. Your Club Secretary will also receive an email informing him/her that you have applied as a member of the club, to be issued with the NVB Vetting Application Form.

<https://www.gaa.ie/the-gaa/child-welfare-and-protection/vetting>

Step 3

NVB Vetting Application form

The NVB will issue you with the NVB Vetting Application form. This will be issued to the email address you provided in

Completing this form is a confidential matter between you and the NVB. All sections of the form including current and previous addresses, email address and contact telephone numbers, information on convictions and prosecutions (if any), plus other information will be required when completing the form.

Once all sections of the form have been answered this then completes your application process for E Vetting in the GAA and within a short period of time you shall be contacted by the GAA to informing you as to the outcome of the vetting application.

You and your Club Secretary will be notified when the vetting process has been completed.

All Vetting queries should be forwarded to evetting@gaa.ie



OPERATIONS PROCEDURES –

SECTION 10

OTHER CODES



Handball

Handball is a fast paced, highly skillful, hugely entertaining, and fully inclusive sport. The fitness benefits of the game are vast. Speed, agility, endurance, flexibility, and bilateral coordination all come in to play in the sport that once you play for the first time, you won't ever want to stop. But what makes this game so great is that all you require to play is a ball and a wall.....it's really that simple!

Getting started.

Is your club interested in running a coaching course, or are you looking to improve your own coaching skills? If so, please see below for some important information on how you, and your club members, can get on the road to becoming better coaches.

Applying for a Coaching Course

Step 1:

Designate a person in your club/region to act as Course Co-ordinator. The Course Co-ordinator should liaise with their County Secretary, and contact National Development Officer Darragh Daly to confirm their interest in a course.

Step 2:

When a Tutor becomes available, the National Development Officer will contact the Course Co-ordinator and County Secretary, and confirm a suitable date for all parties.

Step 3:

Once a date is confirmed, the National Development Officer will send out a checklist for the Course Co-ordinator to ensure smooth running of the course. Full payment for the course must be received a minimum of one week prior to the start date.

Step 4:

Course Certification will be distributed by the National Development Officer on receipt of fully completed assessment sheets.

Note:

- A minimum of 16 participants is required per course
- Coaches must wait a minimum of one year after completing the Foundation Level Course before they can attend a Level One Course
- Only coaches as approved by their County Boards will be accepted onto a Level One Course
- Attendance on a course does not guarantee qualification. Each participant will be individually assessed during the course.

Contact:

National Development Officer Darragh Daly
development.handball@gaa.ie
+353 (0) 1865 8649
Gemma O'Malley
secretary.mayo.handball@gaa.ie
Connacht Provincial Administrator:
Liam Masterson +353 (0) 87 237 6628

Rounders

The Game

GAA Rounders is one of the four official GAA sports. Along with Gaelic Football, Hurling and Handball, Rounders was included in the original GAA charter back in 1884. Rounders is a bat and ball game and is not that dissimilar to baseball. Indeed it is now generally accepted that Baseball is derived from Rounders in some form or other, as it has been played on this island for a couple of hundred years now and was probably brought over to America by the early settlers.

Rounders is played by all age groups, from National School children all the way up to and including senior level. There are mixed teams, where boys and girls, men and women can play on the same team.

As Rounders is a limited contact sport it is perfect for both recreational and competitive play. It also draws on a different set of skills than the conventional GAA games and is very good for developing hand eye coordination.

How to Play

The pitcher stands facing home base and delivers the ball underarm to the batter. The batter must strike the sliotar in a forward direction and into the field of play. Once the batter hits the ball, he/she may run to first base. The fielding team attempt to gain possession of the ball and throw it to the base minder at first base or another base if there is a runner proceeding.

A batter is out if he/she strikes the last good ball into foul ground, he/she strikes a good ball but is caught by a fielder, or his or her base is tagged before he/she arrives at the base.

The aim of the game is for the batting side to score as many runs (a run is when a batter has proceeded through all 3 bases before touching home base) before the fielding team put three players out.

There are twenty-five metres (twenty for 16 & under) between each base and a total of 100m for a home run.

How to play • Rounders Manual • Start Your Own Team

If you are interested in starting your own Rounders club or would like to participate in any of our competitions, please contact the National GAA Rounders Council, who can provide you with coaching courses and preliminary coaching of new players in order to help you establish the basics of the game and get a team up and running.

Please contact GAA Rounders at secretary.rounders@gaa.ie if you would like to proceed with the establishment of a new club/team.

Contact

For more information on Rounders, please feel free to contact us at any time on the email below
secretary.rounders@gaa.ie or post:
National Rounders Secretary,
Croke Park Stadium,
Jones' Road, Dublin 3.



Scór

Scór is a GAA competition that combines all the colour and rivalry of Gaelic Games with the social/fun element of Ireland's traditional past-times. The competition was established by the GAA in 1969 with the aim of promoting Ireland's traditional pastimes and culture while offering club members the chance to meet up, have fun and represent their club during the winter months while Football and Hurling had ceased.

There are eight events/disciplines in Scór that cover all aspects of Irish culture: Figure/Céilí Dancing, Solo Singing, Ballad Group, Recitation/Scéalaíocht, Léiriú Stáitse/Stage Presentation, Instrumental Music, Set Dancing and Table Quiz. The competition is divided into two age levels, Scór na nÓg, for young people under 17 and Scór Sinsir, for those over 17.

Just like the All-Ireland Football and Hurling Championships, clubs taking part in Scór first run off competitions among the club's own members with the winners going forward to Divisional/District Board stage where deemed necessary, and then on to the County Final. The winners go on to the Provincial final and finally on to the All-Ireland Final.

It is interesting to note the All Ireland Scór champions are presented with their medals by the President of the GAA. Winners are All-Ireland champions in their own right in the same way as All-Ireland Senior Football or Hurling Final winners!

Eagraítear Scór go dátheangach - i nGaeilge agus i mBéarla - agus fáiltítear roimh iontrálacha sa dá theanga.

You can follow Scór on Facebook under GAA Scór Oifigiúil. Tá na ceithre cúigí ar Facebook chomh maith.

Can anyone enter Scór?

To enter Scór na nÓg or Scór Sinsir you must be a registered member of the GAA or one of the following sister organisations:

- The Camogie Association
- Ladies Gaelic Football Association
- GAA Handball Association
- GAA Rounders Association

Who is responsible for promoting scór in my Club?

“Clubs should appoint an Irish Language and Cultural Officer whose key role will be to organise Scór and other cultural and language activities in the Club” GAA Club Manual All GAA clubs have an Oifigeach Cultúr & Teanga. The promotion of Scór is one of the principal duties of this officer. At county board level there is also an Oifigeach Cultúr & Teanga who has responsibility for the County Scór Committee (Coiste Scór). The County Oifigeach Cultúr & Teanga can provide valuable assistance to clubs that are engaging with Scór for the first time or returning to Scór after a break. My Club has not been

involved in scór. What should I do to get it started? Before you start set your targets. Initially we wish to have the club represented in Scór na nÓg and Scór Sinsir competition at the initial level of entry in your county. Do not start by aiming to win a county, provincial or national title. If all goes well these targets will present themselves in time. Starting at school or underage level, recruit some children who have an interest in Irish music, dance, singing, storytelling, quizzing or acting. Now look around at the people in your Club and community - are there musicians, singers, dancers or people who do recitation and acting? Can you get them to agree to mentor the young people and enter teams in Scór na nÓg? All the time have the aim of getting them take part themselves in Scór Sinsir once they see how Scór works.

(Alternatively start by recruiting your adult 5 teams and once they have participated, task them with forming a Scór na nÓg team in the following year.) Similarly, are there people who would mentor and form Tráth na gCeist teams? Get them together and have them enter Scór on behalf of your Club. Connect the interest they have to a supportive GAA Club or school and see what fun they have. The relationship will be of benefit to all... children, adults, school & club. participate. participate, participate. Ambition and practice may lead to titles.... but that is for another day.

Okay, I'm committed. What will I do next?

A 10 point plan:

1. Contact your GAA Club Cathaoirleach and inform him/her of your interest and willingness to be involved. Check what back-up is available from the club and what regulations you need to abide by (Garda Vetting, Code of Conduct etc.)
2. Make contact with your Oifigeach Cultúr & Teanga and ascertain when the various competitions within the county take place. If your county is well organised in relation to Scór your club may have to enter a divisional competition as a first step. Again, your division (North, South, East and West) should have a Cultural Officer/ Scór Officer and Scór Committee that may be of assistance to you.
3. Decide on the level of participation you see as being a realistic step forward that you can take in promoting Scór this year? (Any or all of the following at school or underage level: Solo Singer, Ballad Group, Music Group, Recitation, Quiz team, Sketch and/or Dance Team)
4. Check what resources there is in the club area, Comhaltas Ceoltoirí Éireann, Irish dance classes or teachers, Drama group, Folk group or Choir, Speech & Drama classes, Table quizzes.
5. Contact the people involved in all or any of the local



groups and see who would be interested in helping. Recruit musicians, singers, quizzers who would be willing to mentor children. Remember the requirement to have such mentors vetted.

6. Set up a Scór Committee of three or more persons as it is impossible to do it all on your own.
7. Plan a set of activities..... singing, music, recitation practice, preferably based in the GAA clubhouse (if such exists), school or parish hall.
8. Notify children and adults through schools or local organisations/newsletters.
9. Practice. Start small. Get children/adults singing, solo and group, playing music, reciting without frills. Have mini quizzes. Let teams develop. Build. Use music/ singing teachers to add ornamentation if required.
10. Acquaint yourself with the rules of Scór. “Leabhar Rialacha Scór” (Scór Rulebook) can be had from your Oifigeach Cultúr & Teanga or online at <http://www.gaa.ie/the-gaa/cultur-agus-gaeilge/scór> Participate. Put Enjoyment ahead of competition.

CAMOGIE

The Game

The history, the rules and the sheer skill involved in Camogie all add up to what is one of the fastest, most thrilling and exciting games in the world. Founded in 1904, Camogie is an Irish field game played with a stick, called a hurley, and a ball called a sliotar.

Camogie is organised & governed by its National Body, the Camogie Association. At Club, County and Provincial level, the Association aims to provide its members with an inclusive, enjoyable and lifelong experience of playing Camogie, as a vibrant part of the wider Gaelic Games family.

Camogie is almost identical to its male counterpart Hurling. It is played on the same field with equivalent equipment but with minor rule variations. The game itself has developed considerably over the years. Today's Camogie stars are accomplished athletes, who demonstrate amazing levels of skill, fitness, ball control and technique. They represent their Club and County with passion and pride and aim to compete at the highest possible standard.

Mayo Camogie – Past & Present

While Camogie has grown significantly through its most recent revival in Mayo, the sport has had a long and distinguished history here. Seán O'Duffy, a native of Killawalla, Westport, was a sports administrator, largely responsible for running the Irish women's field sport of

Camogie over a period of four decades. The O'Duffy Cup, the trophy for the All-Ireland Senior Camogie Championship is named in his honour. There was a time when Mayo had an abundance of Camogie Clubs dotted across the smallest of villages in the County. Mayo went on to contest the 1959, All Ireland Senior Camogie Final losing out to Dublin in Croke Park.

At present there are over 400 girls playing Camogie across four Clubs in the County. Girls are facilitated in their Clubs playing from U8 up to Adult Level. At Inter County Level, Mayo field teams from U14 up to and including Adult grade.

The Mayo Camogie County Board aims to organise, develop and promote Camogie in Mayo to the best of its ability in accordance with An Treoraí Oifigiúil and in the light of new developments. The Board firmly places the emphasis on participation, promotion, development and most importantly enjoyment.

Contact

If you are interested in playing, volunteering or setting up a new Club and would like further details or assistance please contact Mayo Camogie at:

secretary.mayo@camogie.ie

Or

developmentofficer.mayo@camogie.ie

Further information on Mayo Camogie also available through – www.mayocamogie.com





MAYO GAA OPERATING PROCEDURES – SECTION 11 - REFEREES

KIERAN BARNICLE	BREAFFY
JOHN BOYLE	MAYO GAELS
JOHN BRENNAN	CLAREMORRIS
JOHN G. BURKE	CHARLESTOWN
JOHN E. BURKE	HOLLYMOUNT/CARRAMORE
CHRISTOPHER BURKE	HOLLYMOUNT/CARRAMORE
PADDY CARNEY	TOOREEN
PADDY CHAMBERS	BURRISHOOLE
PAT CONLON	CASTLEBAR MITCHELS
KEVIN CONNELLY	HOLLYMOUNT/CARRAMORE
NEIL COONEY	ACHILL
DECLAN CORCORAN	ISLANDEADY
KEVIN CORCORAN	ISLANDEADY
SHANE CORCORAN	ISLANDEADY
RICHARD COSGROVE	KILTANE
MICHAEL DALY	BALLYHAUNIS
LIAM DEVENNEY	BALLINA STEPHENITES
RAY DEVINE	BONNICONLON
PADRAIG DOHERTY	MOYGOWNAGH
PAT DOWLING	MOYGOWNAGH
JIMMY FEENEY	CASTLEBAR MITCHELS
JON FINN	AGHAMORE
MARTIN FLANNERY	BALLYCASTLE
FRANK FLYNN	AGHAMORE
PETER GERAGHTY	SWINFORD
GERARD GIBBONS	TUAR MHIC EADAIGH
JOHN GLAVEY	AGHAMORE
RONAN GURREN	AGHAMORE
DENIS HARRINGTON	TOURMAKEADY
JEROME HENRY	CASTLEBAR MITCHELS
LIAM HENRY	BONNICONLON
MICHAEL HERR	CROSSMOLINA
ADRIAN HESSION	TOOREEN
LIAM HIGGINS	BALLINA STEPHENITES
BENNY HOLMES	BALLINA STEPHENITES
JOHN JENNINGS	BALLINTUBBER
VINCENT JOYCE	CLAREMORRIS

MARTIN KENNEDY	THE NEALE
MEL KENNY	WESTPORT
BRIAN KILKELLY	WESTPORT
PAUL LYDON	KILTIMAGH
SEÁN MAC ÉIL	KNOCKMORE
MALACHY McCARRON	ARDNAREE
JOHN McHALE	BALLINTUBBER
MICHAEL McHALE	BALLINTUBBER
DOMINIC McHUGH	CLAREMORRIS
GARRYOWEN McMAHON	DAVITTS
TADGH MORLEY	BALLYHAUNIS
ENDA MUNNELLY	KNOCKMORE
MARTIN MURPHY	BALLINROBE
BRIAN MURPHY	KILLALA
VINCENT NEARY	BONNICONLON
ADRIAN NOONAN	WESTPORT
DECLAN O'BOYLE	ARDAGH
JARLATH O'CONNOR	THE NEALE
SEÁN O'NEILL	BALLA
MARTIN O'REILLY	WESTPORT
JAMES REGAN	HOLLYMOUNT CARRAMORE
SEÁN REILLY	THE NEALE
ANN MARIE RONAN	TUAR MHIC EADAIGH
JACK RUDDY	BALLINTUBBER
SEÁN TOLAN	BONNICONLON
VINCENT TOMAIS	BALLYCASTLE
MARK TUFFY	SHRULE/GLENCORRIB
JOHN WALKER	CILL CHOMAIN
MARTIN WALSHE	BALLINTUBBER
TOMMY WARD	CHARLESTOWN

Referee details can be received by contacting –

Referee Administrator

refereeadministrator.mayo@gaa.ie

or

Mayo GAA Administrator

Administrator.mayo@gaa.ie

31 March 2019; The Mayo team celebrate with the cup following the Allianz Football League Division 1 Final match between Kerry and Mayo at Croke Park in Dublin.
Photo by Stephen McCarthy/Sportsfile

